



**Agenda Item B.1**  
**CONSENT CALENDAR**  
**Meeting Date: September 2, 2008**

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**TO:** Mayor and Councilmembers  
**FROM:** Daniel Singer, City Manager  
**CONTACT:** Michelle Greene, Administrative Services Director  
**SUBJECT:** Travel Policy

**RECOMMENDATION:**

Adopt resolution No. 08-\_\_ entitled "A Resolution of the City Council of the City of Goleta, California Ratifying the City of Goleta Travel Policy".

**BACKGROUND:**

In March of 2008, the City Manager approved an Administrative Policy which established guidelines for the approval of business travel, as well as the reimbursement of reasonable expenses incurred while conducting business travel. Known as the Travel Policy, this document details the processes and procedures to be followed concerning travel for municipal purposes, including:

- I. Authorization prior to travel;
- II. The types of authorized travel expenses, including transportation, accommodations and meal allowances;
- III. Claims for reimbursement;
- IV. Advances;
- V. Use of personal or City credit cards in paying for travel expenses;
- VI. Reconciliation of travel expenses for the purpose of reimbursement; and,
- VII. Non-eligible travel expenses.

Typically, Administrative Policies approved by the City Manager do not require City Council approval in order for them to become effective. These types of policies are most commonly used to supplement the City's Personnel Rules in the day to day management of the organization and its employees. However, since travel for business purposes is conducted by City Councilmembers and other appointed officials as well as

by City employees, staff determined it was appropriate to make slight modifications to the existing policy and to bring it before the City Council for ratification. A copy of the Travel Policy is provided as Attachment 1 in "redline" form. This was done so that it is clear where modifications to the original policy were made to enhance the policy, as well as to clarify the application of the policy's provisions to City Councilmembers and other City officials such as Planning Commissioners.

**DISCUSSION:**

Staff researched travel policies of several other jurisdictions in the process of creating a policy for the City of Goleta. The policy brought forward for Council consideration incorporates the elements and practices that staff feels best suit the City's needs as it relates to travel authorization, budgetary control, record keeping and expense reimbursement.

One of the most significant stipulations that the Travel Policy includes is the advanced payment of a meal per diem in certain travel situations. This provision was suggested originally by several City Councilmembers and was incorporated into the policy when it was introduced initially as an Administrative Policy.

The Finance Committee reviewed the modified Travel Policy and discussed it at their August 18, 2008 meeting. The committee members also provided further modifications in addition to those initially proposed by staff. The committee members are now satisfied with the content of the Travel Policy and recommend its adoption.

**GOLETA STRATEGIC PLAN:**

Adoption of the proposed resolution is consistent with the goal in the Goleta Strategic Plan entitled "Sustain Sound Fiscal/Budgetary Planning," and more specifically, the objective entitled "Establish a Travel Expenditure Policy." Ratification of the Travel Policy by the City Council is the final step in achieving this objective.

**ALTERNATIVES:**

The Council may choose to recommend further changes to the Travel Policy or defer consideration of the Policy to a later time.

**FISCAL IMPACTS:**

There are no fiscal impacts related to the ratification of the Travel Policy. The FY 2008-09 Budget includes appropriations for travel expenses in all departments and divisions.

Submitted By:

Approved By:

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Michelle Greene  
Administrative Services Director

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Daniel Singer  
City Manager

**ATTACHMENTS:**

1. City of Goleta Travel Policy (Redline Version).
2. Resolution No. 08-\_\_ entitled "A Resolution of the City Council of the City of Goleta, California Ratifying the City of Goleta Travel Policy."

## **ATTACHMENT 1**

**City of Goleta Travel Policy (Redline Version).**

	<p><b>Effective Date:</b> <u>March 10, 2008</u></p> <p><b>Date Revised:</b> <u>September 2, 2008</u></p> <p><b>Date Ratified by City Council:</b> <u>September 2, 2008</u></p>	<p>Deleted: ¶ ¶</p> <p>Deleted: April</p> <p>Deleted: 7</p>
<p align="center"><b>ADMINISTRATIVE POLICY</b></p> <p align="center"><b>Travel Policy</b></p>	<p><b>Approved By:</b></p> <p><b>DANIEL SINGER, CITY MANAGER</b></p>	

**POLICY STATEMENT**

Staff, Councilmembers, other appointed City officials, and Commissioners are encouraged to attend meetings and conferences of professional organizations and associations to increase knowledge of and to identify resources for effective municipal management. Attendance at such conferences and meetings shall depend upon availability of fiscal resources as allocated in the City's budget.

Only travel/attendance, which serves a municipal purpose and is deemed necessary and/or advantageous to the City of Goleta, shall be approved. Travel shall be by the most economical means. It is expected that sound judgment will be exercised in the expenditure of all public funds.

For the purposes of this policy, "travel" is used to indicate the movement, by normal modes of transportation, of an individual(s) from their customary place of business to another place of business as required and authorized to attend conferences and meetings. "Travel" includes local and non-local movements as follows:

- **Local Travel** - Official travel performed within a distance of 100 miles from the City of Goleta or the traveler's residence and accomplished within one day.
- **Non-Local Travel** - Official travel requiring at least one overnight absence from the traveler's residence or the City of Goleta and to a location more than 100 miles distance from the City of Goleta or the traveler's residence.

**POLICY OBJECTIVE**

The purpose of this policy is to establish guidelines for: 1) the approval of business travel; and, 2) the reimbursement of reasonable expenses which are incurred while conducting official City business.

## POLICY PROCEDURES

### A. Authorization

1. The City Manager or Department Directors must authorize attendance, travel and reimbursement of all normal and necessary expenses incurred by employees in the conduct of official City business prior to departure.

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2. City Manager authorization is not required for travel undertaken by City Councilmembers or the City Attorney, or for any reimbursement of associated expenses. However, reimbursements are limited to budget allocations for each Councilmember.

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3. Planning Commissioners must coordinate all travel requests through the Administrative Assistant in the Planning Department. All travel and/or expense reimbursement requests by Commissioners must be approved by the Planning Director.

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4. Employees must obtain authorization by submitting a **Travel Authorization Form** (Attachment 1) to their Department Director (or City Manager when appropriate) prior to traveling. On this form employees must indicate the travel destination, purpose of the trip, the date/time of their departure and return, estimated costs for registration, lodging, transportation and mileage, as well as the account number (s) to be charged for travel expenses.

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5. The approved Travel Authorization Form must then be submitted to the Finance Department prior to travel.

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6. Travel must be pre-approved in order for employees to be reimbursed for any out-of-pocket travel expenses or mileage reimbursement.

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7. In areas not specifically covered by these guidelines, the City Manager's decision shall govern.

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### B. Types of Authorized Travel Expenses

1. **Registration** - Registration fees charged for any authorized convention, conference, seminar or meeting. A receipt or some other proof of the fee amount, such as a copy of the conference program setting forth the fee rate, shall be provided with any reimbursement request.

2. **Transportation** - All travel will be by the mode least costly to the City. In arriving at the lowest cost mode, factors such as time, distance traveled and cost of type of transportation mode must be considered.

- a. **Air and Rail** - Round-trip fare for coach class or by the method least costly to the City are required. Special efforts shall be made to take advantage of discounts and special fares when such fares and discounts produce "real savings" to the City. If other travel arrangements are made, or are made in conjunction with approved personal leave, reimbursement shall be computed at the coach rate, using the shortest and most direct route to and from the location of the City business.
- b. **City Vehicles** - Departmentally assigned or pool vehicles may be used for travel, when scheduling permits, to and from designated places outside the local area. No allowance or reimbursement for transportation is authorized when a City-owned vehicle is used. All City Vehicles have a gasoline credit card located in the glove box. *However, any out-of-pocket expenses incurred in operating the vehicle shall be reimbursed only if receipts are provided.*
- c. **Personal Vehicles** - Unless authorized by the City Manager or Department Director, no employee shall be reimbursed for the use of a privately-owned vehicle for travel within the immediate vicinity of Goleta, if a suitable City owned vehicle is available for such use. City Councilmembers may request mileage reimbursement for the use of personal vehicles without authorization by the City Manager subject to availability of budget allocation.

Mileage for the use of a private vehicle shall be reimbursed at the current rate set by the *Internal Revenue Service*. Personnel receiving automobile allowances will not be entitled to mileage reimbursement in addition to the monthly allowance except for non-local travel. In all cases, travel mileage shall be determined by the most direct route from point of departure or City Hall to point of return or City Hall with mileage calculated from the shortest distance.

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- d. **Pool Travel** - Whenever the use of privately-owned motor vehicles ~~occurs~~, every effort shall be made to pool travel. The traveler(s) accompanying the owner of a privately owned motor vehicle in which the official travel is performed, shall not be entitled to any reimbursement for mileage.

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- e. **License and Insurance** -

Employees, City Councilmembers or other City officials operating city-owned vehicles or using privately-owned vehicles traveling on City business must possess a valid California

Driver's License as well as automobile insurance coverage with limits of not less than those required by State law.

California Insurance Code §11580.9 states that where two or more policies affording valid and collectible liability insurance apply to the same motor vehicle in an occurrence out of which a liability loss shall arise, it shall be conclusively presumed that the insurance afforded by that policy in which the motor vehicle is described or rated as an owned vehicle is primary and the insurance afforded by any other policy shall be excess.

If an accident occurs while an employee, City Councilmember or other City official is operating a City-owned vehicle in the course of conducting City business, the City's insurance will be the primary insurance as per the requirements of California Insurance Code §11580.9. If an accident occurs while an employee, City Councilmember or other City official is operating a privately-owned vehicle while conducting City business, that individual's insurance will be the primary insurance as per the requirements of California Insurance Code §11580.9.

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- f. **Privately Owned/Chartered Aircraft** - Use of privately owned aircraft for travel directly or indirectly related to official City business is not authorized.
- g. **Taxi, Car Rental, Bus Fare** – Expenses may be reimbursed where use of such conveyances is reasonable and necessary in the conduct of City business. Receipts must be provided. The use of rental vehicles will be permitted when alternate transportation would be more expensive or impractical. Economy vehicles and corporate rates shall be requested for vehicle rentals. Whenever possible, travelers should utilize hotel courtesy buses or local shuttle services. Taxi service should be used only when no other convenient, less costly transportation is available.
- h. **Garage and Parking Expense** - Charges for parking and storage for private or City vehicles are reimbursable. Valet parking is not reimbursable unless self-parking is not offered at the location. Receipts must be submitted with requests for reimbursement.

3. **Accommodations** - Actual lodging expenses for single accommodations at out-of-town conferences or meetings are reimbursable. Lodging shall be obtained at the most economical rate available for safe, clean and quality accommodations. Lavish or oversized accommodations are not allowed.



Whenever possible, single rooms at corporate/government rates are to be secured. Receipts for accommodation charges must be provided after travel.

Special efforts shall be made to obtain accommodations at or near the facility where official City business is to take place to reduce the costs of transportation between meetings and conference sites. Employee's Lodging charges for conferences occurring within one hundred (100) miles of City Hall will not be paid for by the City, except when authorized by the City Manager.

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4. **Meal Allowance, Non-Local Travel (Per Diem) - Employees, City Councilmembers and City officials** will receive a Per Diem allowance as set by the State of California for the County of Santa Barbara to cover the cost of meals while conducting non-local travel.

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- a. The City's Finance Department will calculate current Per Diem allowance rates for each travel request. If an advance for a Per Diem meal allowance is submitted, payment will be made by check to the individual traveling (see section D below).
- b. In the event that the individual is not on City business for the entire day, the Per Diem allowance will be prorated according to the following formula:

**Breakfast** - 20% of the Per Diem allowance if traveling one (1) hour prior to the normal travel time on a regular workday.

**Lunch** - 30% of the Per Diem allowance if departing or arriving more than 1 hour before or after their normal lunch break.

**Dinner** - 50% of the Per Diem allowance if traveling 1 hour after the end of normal workday hours.

- c. Per Diem shall be issued for days actually spent on City business. For conferences, Per Diem shall be computed for the days of the conference attended and for travel days not to exceed one day before and after the conference.
- d. The Per Diem meal allowance will be adjusted for those meals included in the cost of the conferences and seminars. It is not the intent for the City to pay twice for the same meal. In the case of employee travel, it will be the Department Director's responsibility to monitor the time of departure and arrival to ensure proper payment of meal allowances.

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5. **Meal Allowance, Local Travel - Employees, City Councilmembers and City officials** may request a meal allowance for meals relating to local travel for City

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business purposes. The meal allowance will be determined according to the following formula:

**Breakfast** - Actual costs not to exceed 20% of the Per Diem allowance if traveling one (1) hour prior to the normal travel time on a regular workday.

**Lunch** - Actual costs not to exceed 30% of the Per Diem allowance if departing or arriving more than 1 hour before or after their normal lunch break.

**Dinner** - Actual costs not to exceed 50% of the Per Diem allowance if traveling 1 hour after the end of normal workday hours.

6. **Reimbursement of Other Meal Expenses** – Employees, City Councilmembers and City officials who, during the normal course of performing their duties, must provide for meals for representatives of governmental agencies or other non-City officials or non-City employees doing business with or for the City in order to most effectively execute their responsibilities, may, be reimbursed for expenses associated with such meals. City employees who wish to receive reimbursement for such expenses must first obtain authorization from the appropriate Department Director or City Manager if applicable. No reimbursement will be allowed for alcoholic beverages. Tips not to exceed 20% will be allowed. When requesting reimbursement, documentation must be provided which includes: copy of receipt(s) with description of purchased items; statement of the purpose of meal; a listing identifying all persons partaking of the meals indicating organizations and title.

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Expenses submitted for reimbursement by City employees for other meals such as awards luncheons and dinners, retirement luncheons and dinners and meals associated with service club meetings shall not be authorized for reimbursement unless specifically approved by the City Manager.

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7. **Telephone, Fax and Internet Access** – Telephone, fax and Internet Access expenses may be reimbursed only for the conduct of official business.

### C. Claims for Reimbursement

In order to be reimbursed for the allowable travel expenses described above, employees, City Councilmembers and other City officials must submit an approved **Travel Reimbursement Claim Form** (Attachment 2) to the City's Finance Department. The Department Directors (or City Manager if applicable) shall review and approve all claims for the reimbursement to employees prior to submittal to the Finance Department. Supporting receipts and invoices, including those for prepaid expenses, must be attached to the reimbursement claim form. The Finance Director at his/her sole discretion may accept other documentation to support expenditures in

lieu of receipts, when receipts are not available. Reimbursement of costs shall be based on the minimum number of days and hours required to transact City business.

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#### D. Advances

Employees, City Councilmembers and other City officials may secure a travel advance based upon estimated travel costs or Per Diem meal rates. Travel advances will include Per Diem for meals, lodging and conference registration charges only. In order to accommodate timely issuance of an advance, the request must be included on the Travel Authorization Form and must be submitted to Finance in a normal Accounts Payable Cycle prior to travel. It is therefore a good rule of thumb to submit requests at least two weeks prior to travel. Special checks for travel advances will not be issued. The actual cash advance will be available on the last business day before departure.

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Travel advances are authorized so that personnel do not have to use their own money while on City business. However, all expenses paid from advanced funds (with the exception of the meal Per Diem) must be properly documented by receipts, or other evidence of expenditure, upon completion of the travel.

#### E. Credit Cards

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A City credit card is available through the Finance Department for reservation or advanced payment of acceptable charges related to employee travel. Cards are not to be removed from City Hall. Receipts for all charges on the cards must be submitted to the Finance Department with the reimbursement claim form. The cards may only be used for transactions covered under this policy. Personal use of these cards is strictly prohibited.

City Councilmembers may use credit cards issued to them for reservation or advanced payment of travel expenses, as well as payment of expenses while traveling. Receipts for all charges on the cards must be submitted to the Finance Department with the reimbursement claim form.

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Planning Commissioners must work with the Planning Department's Administrative Assistant in order to make travel reservations or advanced payments using a City credit card.

#### F. Reconciliation

Upon submission of the reimbursement claim form, the estimated and actual expenses incurred must be reconciled on the Travel Reimbursement Claim Form. If actual costs are greater than the amount advanced, the difference will be paid to the traveler. If the actual costs are less than the amount advanced, the difference must be reimbursed to the City.

The reimbursement claim form shall be submitted to the Finance Department (accompanied by receipts and remittance or requisition) within ten (10) working days after returning to work. In no case shall claims for reimbursement be submitted more than 30 days after travel is completed or in a different fiscal year than the travel occurred.

Furthermore, no new or additional claims for reimbursement shall be paid to an employee until all prior claims have been reconciled.

### G. Non-Eligible Travel Expenses

Personal expenses, meaning those not directly related to official City business, are not eligible for reimbursement.

If City-related travel is preceded by or extended because of personal travel, only the portion of a trip that pertains to official City business will be considered an eligible travel expense.

Participation of spouses at appropriate official functions is encouraged by the City; however no reimbursement for spouse's expenses will be made by the City.

No reimbursement to any individual will be provided for travel that does not take place. In the case of pre-booked travel which does not occur, individuals are encouraged to seek credits or reimbursement from the entity with which travel is booked and to do so in a timely manner.

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**TRAVEL POLICY**  
**ACKNOWLEDGEMENT FORM**

I have received and read the Travel Policy and understand and will abide by its provisions.  
I further understand that when I sign this acknowledgement form it will be placed in my  
personnel file.

\_\_\_\_\_  
**Name**

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\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## **ATTACHMENT 2**

**Resolution No. 08-\_\_ entitled “A Resolution of the City Council of the City of Goleta, California Ratifying the City of Goleta Travel Policy.”**

**RESOLUTION NO. 08-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GOLETA,  
CALIFORNIA RATIFYING THE CITY OF GOLETA TRAVEL POLICY**

**WHEREAS**, in March of 2008, the City Manager approved an Administrative Policy entitled "The City of Goleta Travel Policy" which established guidelines for the approval of business travel by City employees, as well as the reimbursement of reasonable expenses incurred while conducting business travel; and

**WHEREAS**, from time to time City Councilmembers and other appointed City officials engage in municipal travel activities; and

**WHEREAS**, the City Council of the City of Goleta desires that the guidelines provided in said Travel Policy also pertain to travel conducted by City Councilmembers and other appointed City Officials as needed; and

**WHEREAS**, modifications to the original Travel Policy have been made so that its provisions include guidelines for the conduct of travel by City Councilmembers and other appointed officials; and

**WHEREAS**, the Finance Committee has reviewed and recommends ratification of the attached modified Travel Policy by the City Council.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GOLETA DOES  
RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:**

**SECTION 1:**

The attached Exhibit, the City of Goleta Travel Policy, is hereby ratified by the City Council and made a part of this resolution.

**SECTION 2.**

The City Clerk shall certify to the adoption of this Resolution.

**PASSED, APPROVED AND ADOPTED** this 2<sup>nd</sup> day of September, 2008.

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MICHAEL T. BENNETT, MAYOR

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
DEBORAH CONSTANTINO  
CITY CLERK  
STATE OF CALIFORNIA            )  
COUNTY OF SANTA BARBARA    )  
CITY OF GOLETA                    )

\_\_\_\_\_  
TIM W. GILES  
CITY ATTORNEY

ss.

I, Deborah Constantino, City Clerk of the City of Goleta, California, DO HEREBY CERTIFY that the foregoing Resolution No. 08-\_\_ was duly adopted by the City Council of the City of Goleta at a regular meeting held on the 2<sup>nd</sup> day of September, 2008, by the following vote of the Council:

AYES:


NOES:

ABSENT:

(SEAL)

\_\_\_\_\_  
DEBORAH CONSTANTINO  
CITY CLERK



 <p>CITY OF <b>GOLETA</b></p>	<p><b>Effective Date: March 10, 2008</b></p> <p><b>Date Revised: September 2, 2008</b></p> <p><b>Date Ratified by City Council: September 2, 2008</b></p>
<p align="center"><b>ADMINISTRATIVE POLICY</b></p> <p align="center"><b>Travel Policy</b></p>	<p><b>Approved By:</b></p> <p><b>DANIEL SINGER, CITY MANAGER</b></p>

**POLICY STATEMENT**

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For the purposes of this policy, "travel" is used to indicate the movement, by normal modes of transportation, of an individual(s) from their customary place of business to another place of business as required and authorized to attend conferences and meetings. "Travel" includes local and non-local movements as follows:

- **Local Travel** - Official travel performed within a distance of 100 miles from the City of Goleta or the traveler's residence and accomplished within one day.
- **Non-Local Travel** - Official travel requiring at least one overnight absence from the traveler's residence or the City of Goleta and to a location more than 100 miles distance from the City of Goleta or the traveler's residence.

**POLICY OBJECTIVE**

The purpose of this policy is to establish guidelines for: 1) the approval of business travel; and, 2) the reimbursement of reasonable expenses which are incurred while conducting official City business.

## **POLICY PROCEDURES**

### **A. Authorization**

1. The City Manager or Department Directors must authorize attendance, travel and reimbursement of all normal and necessary expenses incurred by employees in the conduct of official City business prior to departure.
2. City Manager authorization is not required for travel undertaken by City Councilmembers or the City Attorney, or for any reimbursement of associated expenses. However, reimbursements are limited to budget allocations for each Councilmember.
3. Planning Commissioners must coordinate all travel requests through the Administrative Assistant in the Planning Department. All travel and/or expense reimbursement requests by Commissioners must be approved by the Planning Director.
4. Employees must obtain authorization by submitting a **Travel Authorization Form** (Attachment 1) to their Department Director (or City Manager when appropriate) prior to traveling. On this form employees must indicate the travel destination, purpose of the trip, the date/time of their departure and return, estimated costs for registration, lodging, transportation and mileage, as well as the account number (s) to be charged for travel expenses.
5. The approved Travel Authorization Form must then be submitted to the Finance Department prior to travel.
6. Travel must be pre-approved in order for employees to be reimbursed for any out-of-pocket travel expenses or mileage reimbursement.
7. In areas not specifically covered by these guidelines, the City Manager's decision shall govern.

### **B. Types of Authorized Travel Expenses**

1. **Registration** - Registration fees charged for any authorized convention, conference, seminar or meeting. A receipt or some other proof of the fee amount, such as a copy of the conference program setting forth the fee rate, shall be provided with any reimbursement request.
2. **Transportation** - All travel will be by the mode least costly to the City. In arriving at the lowest cost mode, factors such as time, distance traveled and cost of type of transportation mode must be considered.

- a. **Air and Rail** - Round-trip fare for coach class or by the method least costly to the City are required. Special efforts shall be made to take advantage of discounts and special fares when such fares and discounts produce "real savings" to the City. If other travel arrangements are made, or are made in conjunction with approved personal leave, reimbursement shall be computed at the coach rate, using the shortest and most direct route to and from the location of the City business.
- b. **City Vehicles** - Departmentally assigned or pool vehicles may be used for travel, when scheduling permits, to and from designated places outside the local area. No allowance or reimbursement for transportation is authorized when a City-owned vehicle is used. All City Vehicles have a gasoline credit card located in the glove box. *However, any out-of-pocket expenses incurred in operating the vehicle shall be reimbursed only if receipts are provided.*
- c. **Personal Vehicles** - Unless authorized by the City Manager or Department Director, no employee shall be reimbursed for the use of a privately-owned vehicle for travel within the immediate vicinity of Goleta, if a suitable City owned vehicle is available for such use. City Councilmembers may request mileage reimbursement for the use of personal vehicles without authorization by the City Manager subject to availability of budget allocation.

Mileage for the use of a private vehicle shall be reimbursed at the current rate set by the *Internal Revenue Service*. Personnel receiving automobile allowances will not be entitled to mileage reimbursement in addition to the monthly allowance except for non-local travel. In all cases, travel mileage shall be determined by the most direct route from point of departure or City Hall to point of return or City Hall with mileage calculated from the shortest distance.

- d. **Pool Travel** - Whenever the use of privately-owned motor vehicles occurs, every effort shall be made to pool travel. The traveler(s) accompanying the owner of a privately owned motor vehicle in which the official travel is performed, shall not be entitled to any reimbursement for mileage.
- e. **License and Insurance** -

Employees, City Councilmembers or other City officials operating city-owned vehicles or using privately-owned vehicles traveling on City business must possess a valid California

Driver's License as well as automobile insurance coverage with limits of not less than those required by State law.

California Insurance Code §11580.9 states that where two or more policies affording valid and collectible liability insurance apply to the same motor vehicle in an occurrence out of which a liability loss shall arise, it shall be conclusively presumed that the insurance afforded by that policy in which the motor vehicle is described or rated as an owned vehicle is primary and the insurance afforded by any other policy shall be excess.

If an accident occurs while an employee, City Councilmember or other City official is operating a City-owned vehicle in the course of conducting City business, the City's insurance will be the primary insurance as per the requirements of California Insurance Code §11580.9. If an accident occurs while an employee, City Councilmember or other City official is operating a privately-owned vehicle while conducting City business, that individual's insurance will be the primary insurance as per the requirements of California Insurance Code §11580.9.

- f. **Privately Owned/Chartered Aircraft** - Use of privately owned aircraft for travel directly or indirectly related to official City business is not authorized.
  - g. **Taxi, Car Rental, Bus Fare** – Expenses may be reimbursed where use of such conveyances is reasonable and necessary in the conduct of City business. Receipts must be provided. The use of rental vehicles will be permitted when alternate transportation would be more expensive or impractical. Economy vehicles and corporate rates shall be requested for vehicle rentals. Whenever possible, travelers should utilize hotel courtesy buses or local shuttle services. Taxi service should be used only when no other convenient, less costly transportation is available.
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Whenever possible, single rooms at corporate/government rates are to be secured. Receipts for accommodation charges must be provided after travel.

Special efforts shall be made to obtain accommodations at or near the facility where official City business is to take place to reduce the costs of transportation between meetings and conference sites. Employee's lodging charges for conferences occurring within one hundred (100) miles of City Hall will not be paid for by the City, except when authorized by the City Manager.

4. **Meal Allowance, Non-Local Travel (Per Diem)** - Employees, City Councilmembers and City officials will receive a Per Diem allowance as set by the State of California for the County of Santa Barbara to cover the cost of meals while conducting non-local travel.

- a. The City's Finance Department will calculate current Per Diem allowance rates for each travel request. If an advance for a Per Diem meal allowance is submitted, payment will be made by check to the individual traveling (see section D below).
- b. In the event that the individual is not on City business for the entire day, the Per Diem allowance will be prorated according to the following formula:

**Breakfast** - 20% of the Per Diem allowance if traveling one (1) hour prior to the normal travel time on a regular workday.

**Lunch** - 30% of the Per Diem allowance if departing or arriving more than 1 hour before or after their normal lunch break.

**Dinner** - 50% of the Per Diem allowance if traveling 1 hour after the end of normal workday hours.

- c. Per Diem shall be issued for days actually spent on City business. For conferences, Per Diem shall be computed for the days of the conference attended and for travel days not to exceed one day before and after the conference.
- d. The Per Diem meal allowance will be adjusted for those meals included in the cost of the conferences and seminars. It is not the intent for the City to pay twice for the same meal. In the case of employee travel, it will be the Department Director's responsibility to monitor the time of departure and arrival to ensure proper payment of meal allowances.

5. **Meal Allowance, Local Travel** - Employees, City Councilmembers and City officials may request a meal allowance for meals relating to local travel for City

business purposes. The meal allowance will be determined according to the following formula:

**Breakfast** - Actual costs not to exceed 20% of the Per Diem allowance if traveling one (1) hour prior to the normal travel time on a regular workday.

**Lunch** - Actual costs not to exceed 30% of the Per Diem allowance if departing or arriving more than 1 hour before or after their normal lunch break.

**Dinner** - Actual costs not to exceed 50% of the Per Diem allowance if traveling 1 hour after the end of normal workday hours.

6. **Reimbursement of Other Meal Expenses** – Employees, City Councilmembers and City officials who, during the normal course of performing their duties, must provide for meals for representatives of governmental agencies or other non-City officials or non-City employees doing business with or for the City in order to most effectively execute their responsibilities, may, be reimbursed for expenses associated with such meals. City employees who wish to receive reimbursement for such expenses must first obtain authorization from the appropriate Department Director or City Manager if applicable. No reimbursement will be allowed for alcoholic beverages. Tips not to exceed 20% will be allowed. When requesting reimbursement, documentation must be provided which includes: copy of receipt(s) with description of purchased items; statement of the purpose of meal; a listing identifying all persons partaking of the meals indicating organizations and title.

Expenses submitted for reimbursement by City employees for other meals such as awards luncheons and dinners, retirement luncheons and dinners and meals associated with service club meetings shall not be authorized for reimbursement unless specifically approved by the City Manager.

7. **Telephone, Fax and Internet Access** – Telephone, fax and Internet Access expenses may be reimbursed only for the conduct of official business.

### **C. Claims for Reimbursement**

In order to be reimbursed for the allowable travel expenses described above, employees, City Councilmembers and other City officials must submit an approved **Travel Reimbursement Claim Form** (Attachment 2) to the City's Finance Department. The Department Directors (or City Manager if applicable) shall review and approve all claims for the reimbursement to employees prior to submittal to the Finance Department. Supporting receipts and invoices, including those for prepaid expenses, must be attached to the reimbursement claim form. The Finance Director at his/her sole discretion may accept other documentation to support expenditures in

lieu of receipts, when receipts are not available. Reimbursement of costs shall be based on the minimum number of days and hours required to transact City business.

#### **D. Advances**

Employees, City Councilmembers and other City officials may secure a travel advance based upon estimated travel costs or Per Diem meal rates. Travel advances will include Per Diem for meals, lodging and conference registration charges only. In order to accommodate timely issuance of an advance, the request must be included on the Travel Authorization Form and must be submitted to Finance in a normal Accounts Payable Cycle prior to travel. It is therefore a good rule of thumb to submit requests at least two weeks prior to travel. Special checks for travel advances will not be issued. The actual cash advance will be available on the last business day before departure.

Travel advances are authorized so that personnel do not have to use their own money while on City business. However, all expenses paid from advanced funds (with the exception of the meal Per Diem) must be properly documented by receipts, or other evidence of expenditure, upon completion of the travel.

#### **E. Credit Cards**

A City credit card is available through the Finance Department for reservation or advanced payment of acceptable charges related to employee travel. Cards are not to be removed from City Hall. Receipts for all charges on the cards must be submitted to the Finance Department with the reimbursement claim form. The cards may only be used for transactions covered under this policy. Personal use of these cards is strictly prohibited.

City Councilmembers may use credit cards issued to them for reservation or advanced payment of travel expenses, as well as payment of expenses while traveling. Receipts for all charges on the cards must be submitted to the Finance Department with the reimbursement claim form.

Planning Commissioners must work with the Planning Department's Administrative Assistant in order to make travel reservations or advanced payments using a City credit card.

#### **F. Reconciliation**

Upon submission of the reimbursement claim form, the estimated and actual expenses incurred must be reconciled on the Travel Reimbursement Claim Form. If actual costs are greater than the amount advanced, the difference will be paid to the traveler. If the actual costs are less than the amount advanced, the difference must be reimbursed to the City.

The reimbursement claim form shall be submitted to the Finance Department (accompanied by receipts and remittance or requisition) within ten (10) working days after returning to work. In no case shall claims for reimbursement be submitted more than 30 days after travel is completed or in a different fiscal year than the travel occurred.

Furthermore, no new or additional claims for reimbursement shall be paid to an employee until all prior claims have been reconciled.

#### **G. Non-Eligible Travel Expenses**

Personal expenses, meaning those not directly related to official City business, are not eligible for reimbursement.

If City-related travel is preceded by or extended because of personal travel, only the portion of a trip that pertains to official City business will be considered an eligible travel expense.

Participation of spouses at appropriate official functions is encouraged by the City; however no reimbursement for spouse's expenses will be made by the City.

No reimbursement to any individual will be provided for travel that does not take place. In the case of pre-booked travel which does not occur, individuals are encouraged to seek credits or reimbursement from the entity with which travel is booked and to do so in a timely manner.



**TRAVEL POLICY**

**ACKNOWLEDGEMENT FORM**

I have received and read the Travel Policy and understand and will abide by its provisions. I further understand that when I sign this acknowledgement form it will be placed in my personnel file.

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**Name**

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**Signature**

---

**Date**



## Travel Authorizat<sup>o</sup>n Form

NAME:	DEPT:	TRAVEL ACCOUNT #
CONFERENCE/MEETING NAME/PURPOSE:		
CONFERENCE/MEETING LOCATION:		
DATE/TIME OF DEPARTURE:	DATE/TIME OF RETURN:	

ESTIMATED TRAVEL COSTS	
REGISTRATION	
LODGING	
TRANSPORTATION (other than use of City or personal vehicle)	
MILEAGE	
MEALS	
MISCELLANEOUS	
<b>TOTAL</b>	\$ -

FINANCE DEPARTMENT USE ONLY			
MEALS:	QTY	RATE	TOTAL
BREAKFAST			\$ -
LUNCH			\$ -
DINNER		\$ 29.50	\$ -
LODGING			\$ -
REGISTRATION			\$ -
<b>TOTAL</b>			\$ -

IS A CASH ADVANCE REQUESTED?      YES       NO

IF YES, CHECK TYPE      MEALS       LODGING       REGISTRATION

Signature of Traveler \_\_\_\_\_

Department Head Approval \_\_\_\_\_

Approved by City Manager \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_



Travel Reimbursement Claim Form

NAME:	DEPT:	ACCT#:
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CONFERENCE/MEETING SPONSOR:

CONFERENCE/MEETING NAME/PURPOSE:	Circle One  City Car  Personal Car
CONFERENCE/MEETING LOCATION:	
DATE AND TIME OF DEPARTURE:	

**SCHEDULE A - TRAVEL AND MEETING EXPENSES (ITEMIZE BELOW IN DETAIL)**

ELIGIBLE CITY EXPENSES:	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
REGISTRATION								0.00
TRANSPORTATION (other than use of City or personal vehicle)								0.00
GAS (attach receipt for City vehicle or rental car)								0.00
MILEAGE (FROM REVERSE)								0.00
PARKING								0.00
TAXI/BUS								0.00
LODGING								0.00
Room Tax								0.00
MEALS								0.00
Breakfast								0.00
Lunch								0.00
Dinner								0.00
TELEPHONE/Work Related								0.00
OTHER (Itemize)								0.00
								0.00
								0.00
								0.00
								0.00
<b>TOTAL EXPENSES</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

EXPLANATIONS/NOTES:		LESS ADVANCE(S) PAID BY CITY	<b>\$0.00</b>
		LESS CREDIT CARD CHARGES	<b>\$0.00</b>
		BALANCE DUE TRAVELER/CITY	<b>\$0.00</b>

## SCHEDULE B - MILEAGE RECORD - PRIVATE VEHICLE

(USE CURRENT IRS RATE INDICATED BELOW)

DATE	FROM	TO	NUMBER OF MILES*	PURPOSE/LOCATION
			0.00	

\* Attach copy of directions and total mileage from Mapquest or other similar navigational service.

**TOTAL**                      0.505                      **CENTS/MILE=**                      \$0.00  
 (ENTER TOTAL ON REVERSE SIDE)

*I certify that this claim is a true record of my expenses requested for official business for the City of Goleta*

\_\_\_\_\_

Signature of Traveler                      Date

\_\_\_\_\_

Department Director Approval                      Date

\_\_\_\_\_

Verified by Finance                      Date