

## CITY OF ROCKLIN

### FINANCIAL POLICY TRAVEL POLICY

#### PURPOSE

The City of Rocklin will provide reasonable travel and expense funds for authorized travel to attend business or professional conferences, training seminars, meetings, or other authorized City business travel.

#### APPLICATION

The travel policy applies to all City Employees, including part-time and temporary (seasonal) employees, City Council Members, Board and Committee Members, and Volunteers here in after "Traveler."

#### ACCOUNTABILITY

- A. Travelers are required to use fiscal prudence in the conduct of City business. The location and cost of the travel, and any available alternatives, should be reviewed to ensure the best use of City funds.
- B. Each traveler is responsible for receiving authorization prior to making any travel arrangements, obtaining all necessary travel documents, completing Travel Expense Reimbursement Request forms and providing these forms and documents to the Finance Division within established timelines.
- C. Personal business should not be mixed with official City business if it will result in any cost to the City, result in lost work time, or cause harm to the City's reputation or interest.

#### GENERAL

- A. Non-local travel should be on an as-needed basis. City Travelers shall work with their supervisors to determine if a local venue or webinar will have the same or similar event within a reasonable time frame before scheduling non-local travel.
- B. All travel costs including registration, airfare, hotel, and rental car should be made, whenever possible, by City purchase card. The City purchase card should not be used for items which will be covered by per diem or mileage reimbursement (see City of Rocklin Purchase Card Program Policy and Procedures).
- C. For all travel related expenses, City Travelers shall obtain a receipt and if necessary additional documentation.
- D. The Traveler must complete a Travel Expense Reimbursement Request, when there have been expenses that require reimbursement or have been advanced, have it signed by their manager and/or Department Head, and submit it to the Finance Division **within ten (10) working days** of their return. A Travel Expense Reimbursement Request is not

required when approved charges associated with the event have been paid by City purchase card.

- E. Travel Expense Reimbursement Requests shall include a copy of the registration, flight itinerary (when applicable), location, dates and purpose of the travel, and the original itemized receipts for expenses (except those that will be covered by per diem or mileage reimbursement). For a receipt that covers more than one Traveler, the names of all Travelers should be included on the receipt.
- F. An individual may not authorize or approve reimbursement for his/her own travel. Travel Expense Reimbursement Requests and City purchase card statements must be approved by the Traveler's manager and/or Department Head. The City Manager will approve travel expenses for the Chief Finance Officer and City Council Members. The Chief Finance Officer will approve travel expenses for the City Manager, City Attorney and Department Directors.

#### TRANSPORTATION

- A. The most economical and reasonable form of transportation, based on distance, time and total cost to the City, shall be utilized.
- B. The Traveler should use a City vehicle rather than a personal vehicle whenever practical.
- C. Personal Vehicle:
  - When a Traveler must use their personal vehicle for transportation, accurate mileage records must be kept by the Traveler, and the most direct route that is practical must be used.
  - Mileage reimbursement rate is established annually by the City, based on the IRS rate.
  - Mileage will be computed either from City offices or from the Traveler's home, whichever is less.
  - Mileage must be verified by MapQuest or similar means, showing the starting location and destination. Documentation regarding the purpose of the trip must accompany the Mileage Reimbursement Form.
  - Mileage reimbursement shall not exceed the cost of the most economical combination of airfare, shuttle and parking, relative to the destination for non-local travel. Travelers shall be reimbursed at the lesser amount of the actual mileage reimbursement or combination of airfare, shuttle and parking cost.
  - Any additional lodging and meal expense resulting from the Traveler's selection to drive shall be paid by the Traveler.
  - To use a personal vehicle, the Traveler must:
    - a) Possess a valid California driver's license;
    - b) Have proof of insurance on file with the City; and
    - c) Understand that any services or repairs to their personal vehicle and any automobile or other insurance claims that result from travel on authorized City business shall be the Traveler's responsibility.

- D. The City will pay all expenses, such as bridge tolls and parking fees, incurred as the result of a Traveler's authorized use of a City or personal vehicle while traveling on City business. It is the Traveler's responsibility to request receipts for these expenses. Transportation expenses, such as bridge tolls and parking fees, can be reimbursed through petty cash if under \$50 or included on a Travel Expense Reimbursement Request.
- E. If the Traveler receives a monthly auto allowance mileage reimbursement will not be paid for travel within a thirty-five mile radius of Rocklin. Mileage reimbursement will not be paid for travel in City vehicles.
- F. The use of a rental vehicle is allowed only when no other means of transportation is available, or when alternate transportation would be more expensive or impractical. Transportation within the destination city shall be accomplished by courtesy buses, local shuttle services or taxi service if available and reasonable.
- When a rental vehicle is used, the least expensive vehicle that is appropriate based on travel needs shall be selected.
  - Rental vehicles shall not be authorized for personal use.
  - Travelers on City business shall not purchase optional insurance when offered by the rental agency as City of Rocklin insurance covers rentals.
- G. When transportation by air is the most appropriate form of travel, a copy of the flight itinerary must accompany the Travel Expense Reimbursement Request form or City purchase card statement.
- Parking at the airport is reimbursable with the original receipt.
  - Mileage to and from the Sacramento International Airport will be reimbursed at the current mileage rate set annually by the City. Mileage to and from the airport will be computed either from City offices, (29 miles each way), or from the Traveler's home, whichever is less. Mileage must be verified by MapQuest or similar means.

#### LODGING

- A. The City will pay reasonable lodging expenses, including applicable taxes and mandatory resort fees when business travel requires overnight stays.
- B. Hotel receipts must be itemized, and the original, itemized receipt must be turned in to the City along with related Travel Expense Reimbursement Requests and/or City purchase card statements.
- C. The Traveler shall request a standard single room at the conference or government rate, whichever is lower. Lodging costs shall not exceed the group rate published by the event sponsor, unless group rate rooms are sold out.
- D. The City will pay for lodging for the evening preceding and/or subsequent to a business related event when the Traveler would have to travel unreasonably early or late in order to reach the destination.

- E. Conference/meeting time is for the actual business related event and not for optional tours, sporting or social events.
- F. Lodging expenses will not normally be reimbursed for local travel except in the following conditions:
  - The length of the conference is more than one day and the distance is more than 100 miles from the Traveler's residence; or
  - The Traveler will be required to be away for more than twelve (12) hours; or
  - The Traveler's presence is required for activities before or after the regular conference hours; or
  - In special circumstances documented and approved by the City Manager or designee.
- G. The City will pay for business telephone calls and internet service if needed for work during travel on official City business. The City shall not pay for personal telephone calls or other optional hotel services that are not required for work.

#### PER DIEM

- A. Per IRS regulations (Publication 463, Travel, Entertainment, Gift and Car Expenses), per diem shall only be given when the trip includes an overnight stay.
- B. The City provides a per diem allowance of up to \$60 per day for a Traveler's meals and incidental expenses during an overnight trip:
  - Incidentals include baggage handling and gratuities.
  - Receipts for per diem meals and incidentals are not required.
  - If the Traveler spends an amount in excess of the per diem amount, the excess expense is not eligible for reimbursement.

#### MEAL REIMBURSEMENT

- A. The City will reimburse up to \$30 for the cost of one meal, when an employee is required to travel outside of the local 30 mile radius for greater than 8 hours but less than an amount of time and distance that would require an overnight stay.

#### UNAUTHORIZED EXPENSES

- A. The following are examples of unauthorized expenses:
  - Alcoholic beverages
  - In-room movies
  - Spa/gym services
  - Tours
  - Laundry
  - Dry cleaning

- Supplemental insurance on rental cars
  - Personal entertainment and other personal expenses
  - Sports events or other activities offered through the conference or other business related event as an additional cost to registration
  - Costs applicable to spouses or guests who accompany the Traveler during travel on City business
- B. Unauthorized expenses are solely at the discretion of the Traveler. They will be considered a personal expense and shall be paid by the Traveler.
- C. If a Traveler elects to travel in advance or stay longer on personal business or vacation, the City shall pay only the expenses for the authorized event. Any additional expenses shall be considered a personal expense and shall be paid by the Traveler.

  
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City Manager

  
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Date