

# Capitola City Council

## Agenda Report



**Meeting:** May 12, 2022

**From:** City Manager Department

**Subject:** Updated Travel Reimbursement Policy

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**Recommended Action:** Approve amended Administrative Policy III-2: Employee & Public Official Travel Expense Reimbursement & Travel Regulations.

**Background:** The City's current Travel Reimbursement Policy (Attachment 1) was originally written in 2002 and was last updated in 2009. The purpose of the policy is to establish standards for approving and reimbursing employee and Public Official expenses incurred while traveling for City business.

In addition to reimbursement for travel related expenses, the existing policy includes language on how employees are reimbursed for purchasing local meals while conducting City business (for example, while on a "working lunch"). Staff believes local meal reimbursement should be addressed in a separate administrative policy, so this language is no longer included in the proposed update. A draft of the proposed amended policy is included as Attachment 2.

**Discussion:** The existing policy includes specific reimbursement amounts for each meal and lodging cost. Staff believes the using the federal Government Services Administration (GSA) rates as maximums for meal and lodging reimbursement amounts is more appropriate, due to significant cost variations based on geographic locations. The GSA rates are updated on an annual basis and formulated for specific counties; for example, the GSA rate for lodging in Santa Monica (currently \$239/night) is different than for Truckee (currently \$126/night).

Receipts will still be required to qualify for travel expenses reimbursement. Employees/Public Officials will be reimbursed based on their actual expenses, up to the GSA limits. It will be the responsibility of the person travelling to know the GSA reimbursement rate prior to travel.

**Fiscal Impact:** Unknown.

**Attachments:**

1. Current Policy III-2: Employee & Public Official Travel Expense Reimbursement & Travel Regulation
2. Proposed amended policy

**Report Prepared By:** Larry Laurent, Assistant to the City Manager

**Reviewed By:** Chloé Woodmansee, City Clerk; Samantha Zutler, City Attorney

**Approved By:** Jamie Goldstein, City Manager