

SECTION 10. TRAVEL POLICY

A. Policy

The City will reimburse certain travel costs for employee travel that is related to City business. All employee travel, travel schedules and travel expenses must receive prior approval from the employee's Department Head.

The Department Head will determine on a case-by-case basis: (1) whether or not particular travel is considered to be for City business and therefore subject to the terms of this policy, and (2) whether or not the employee travel time in question is considered hours worked and therefore subject to the FLSA rules governing employee travel time.

B. Advances

With approval, the City will advance the full estimated cost of attendance at meetings, conferences, and training sessions. The Finance Department will issue separate checks for lodging, registration or travel when requested.

Requests for advances should be submitted as early as possible. **ADVANCE CHECKS WILL BE ISSUED EVERY FRIDAY FOR REQUESTS RECEIVED THE PREVIOUS WEDNESDAY.** Requests for travel not following these procedures will be accounted for on a reimbursement basis only.

C. Rates of Compensation

1. **Mileage:** Authorized travel on City business using privately-owned vehicles shall be compensated at the prevailing IRS mileage rate. Travel using any other vehicle or mode of transport shall be compensated in accordance with actual costs incurred. The Department Head shall certify that the compensation for travel is at the most economical means in accordance with this policy.

2. **Meal Allowance:** Employees traveling on City business are entitled to a meal allowance to be compensated at the prevailing IRS per diem rate tables using the high-low method* if the employee is required to be away from his or her normal place of business.

Breakfast will be reimbursed for travel prior to 7 a.m. and dinner will be reimbursed for travel after 7 p.m. When travel is wholly between the hours of 7:00 a.m. and 7:00 p.m., lunch is the only meal expense that may be claimed. Employees shall receive reimbursement by submitting a reimbursement request. Advances or reimbursement requests will be adjusted to account for meals included in meeting registration fees. Meals included in the registration fee, but not eaten, cannot be claimed for reimbursement under the above schedule. Also, if a separate charge is made for fixed meals that are integral to a meeting or training session, the City will reimburse the full cost of such a meal.

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*Examples of high-cost travel areas include New York, Chicago, Los Angeles, San Francisco, Washington, D.C., San Jose, Monterey, Sacramento, San Diego, and Palm Springs. High-cost area designation will be indicated by the published Federal Government per diem rate.

3. Lodging: The City will reimburse the actual cost of reasonable lodging required for overnight travel. Cost is the base room rate charged plus lodging taxes. Employees are also encouraged to request government exemptions from TOT taxes.

The following items will not be reimbursed:

- a. Lodging costs in private homes, whether through a third-party company (like AirBNB, Home Away, VRBO, etc.) or through the owner directly
- b. Phone calls not strictly related to City business
- c. In-room television or movie costs
- d. Personal expenses

4. Incidental Expenses: In addition to any mileage, meal or lodging expenses, an employee traveling on City business shall be reimbursed for incidental expenses incurred. Incidental expenses shall include, but are not limited to, such items as:

- a. Ferry and toll bridge fares
- b. Taxi or other ride sharing fares
- c. Registration fees at conferences and conventions
- d. Parking fees
- e. Tips for Sky Caps, Bell Hops (not to exceed \$10.00 per trip)

5. Personal Expenses: No personal expenses, including but not limited to barbering, alcoholic beverages, entertainment, laundry, or dry cleaning shall be eligible for reimbursement.