MEETING DATE 09/19/05

AGENDA ITEM Consideration of Amendments to City Council Policy on Travel, Attendance at Conferences and Special Events or Meetings, and Reimbursement for Expenses

ATTACHMENTS

ATTACHMENT 1

CITY OF CULVER CITY
COUNCIL POLICY STATEMENT

Policy Number **4101**

General Subject Personnel

Date Issued 1/23/95

Specific Subject Travel, Attendance at Conferences, and Special Events or Meetings, and Reimbursement for Expenses

Effective Date 1/24/95

Resolution No 95-R005

PURPOSE

To establish criteria and authorization for City Official and employee travel outside the City on City business, including attendance at conferences, special events and meetings, and payment or reimbursement for authorized expenses incurred

DEFINITION

"Travel" is defined as the transit of an employee to and from a location other than the City for the purposes of conducting City business

"Conference" is defined as periodic programming or meetings of an organization whose membership consists of elected or appointed government representatives (Commissioners, Board Members, or employees), convened for training or to consider issues or provide information relevant to the City or the job performance of the representative (Example State or national organizations like the League of California Cities)

"Special Events or Meetings" are defined as meetings which are not included above, which may or may not be Training, including but not limited to attendance at legislative or policy committees, appearances before legislative bodies or representative, and other functions as a designated City representative

STATEMENT OF POLICY

Travel on City business may be authorized when necessary to attend meetings, workshops, conferences, or other functions related to the employee's responsibilities When such travel is outside the Los Angeles Metropolitan Area, requires one or more working days away from the City, and may require use of a City vehicle or payment to a common carrier for such transportation, advance written authorization from the Chief Administrative Officer is required

In emergency situations, authorization may be obtained immediately upon return to the City

Advance authorization shall not be required for local travel within Los Angeles metropolitan area, as directed by City management or required to accomplish the duties of the employee's position

Attendance at Conferences, Special Events or Meetings

Attendance at conferences and special events or meetings outside the City may be authorized when such participation by City employees and representatives provides opportunities for information exchange, training and/or representation regarding City issues, responsibilities, programs and policies To the extent possible, anticipated travel and attendance costs shall be requested and included in the current City budget

Notwithstanding approved budgets, the Chief Administrative Officer (CAO) shall determine when it is appropriate and cost-effective to allow City department heads or department-level staff to attend conferences, based upon the value of the training or information to be received The CAO may deny authorization for attendance at any conference, special event or meeting, or limit the City's financial support for attendance, in accordance with budget and policy guidelines Employees may be required, or may choose, to use personal leave (administrative, vacation or holiday), or to pay for some portion of travel or attendance costs

Department Heads shall be responsible for reviewing requests for conference, special event or meeting attendance by their respective staff before approving and authorizing payment Substantive background information and support for the request shall be provided by the employee Justification for the expenditures requested shall include consideration of economy travel and accommodations, value to the City of the information to be conveyed or received by the attendee, and a commitment to share the information with other employees or commissioners and the City Council upon return

Consideration shall be given to providing conference attendance reimbursements to employees as a means of recognizing meritorious performance

The CAO is authorized to monitor attendance under this policy and establish budgetary controls to administer this policy fairly and equitably within budget constraints Upon return from authorized attendance, participants are required to provide the CAO or authorizing department head a written memorandum indicating what was learned and how it can/will be put into use for the City

Reimbursement for Authorized Expenses

City officials and employees shall have proper regard for economy in the conduct of City business and shall be reimbursed for necessary and authorized expenses incurred while conducting such business "Business" is deemed to include attendance at approved conferences, special events or meetings, and training programs
Authorized categories of expenses shall include

1 Transportation Travel on City business by common carrier or personal vehicle

a Advances or reimbursements shall be limited to the lesser of (1) the cost of commercial coach class airfare (between Los Angeles area airport and the city in which the business is conducted), or (2) mileage expenses for travel by automobile at the rate of $ 30 per mile, determined by the estimated mileage between Culver City and the destination

b Employees are required to obtain the lowest available fare when traveling by air Prices keyed to advances of 14 days or more will be authorized Employees making travel plans too late to obtain the lower advance fares, unless travel is based on emergency circumstances, shall pay the difference

c Reasonable travel costs incurred by using other commercial modes (bus, rail, or boat) when airline service is unavailable or impractical shall be reimbursed at the actual cost

d If the employee uses a City vehicle for authorized travel, a City credit card or purchasing card may be issued to pay for gas and other automotive charges No mileage reimbursement will be allowed

e City liability insurance does not cover business use of an employee's personal vehicle or unauthorized personal use of a City vehicle If an accident occurs under these circumstances, the employee may be held liable

2 Local Transportation and Parking Taxi, shuttle services, or bus costs incurred in conjunction with airline travel, and personal vehicle parking while on City business

a Employee may be advanced funds or reimbursed for incurred costs, subject to presentation of receipts

b Reimbursement for the use of rental cars shall be approved only when such rental is necessary due to geographical location of airport or accommodations in relation to conference or meeting site, when other local group conveyance transportation is unavailable, and/or when a rental car is the most economical means of accomplishing travel to the final destination

(1) When a rental car is authorized, the employee shall be limited to a mid-size or smaller vehicle If gasoline is purchased for the rental vehicle, the employee shall keep receipts for reimbursement

(2) Collision Damage Waiver (CDW) and Liability Damage Waiver (LDW) insurance offered by the rental car company should be accepted unless the employee is using a City or personal credit card which provides "first-dollar" protections equal to or in excess of the car rental company policy When in doubt, accept the coverage

3 Registration Fees The registration or admission fee for the conference, event or workshop

a Employees shall be advanced or reimbursed for the cost of required registration fees If at all possible, such fees shall be paid directly by the City through purchase requisition

b Employees are expected to make plans for attendance sufficiently in advance to obtain any registration discounts which may be offered

4 Lodging the cost of accommodations for single occupancy at a hotel or conference or training facility when an overnight stay is necessary Lodging costs will not be approved for one-day meetings or programs, or when the event is within reasonable commuting distance from Culver City

a Employees are expected to stay at a hotel or motel proximate to the conference or event site Whenever possible, employees should seek comparable but less expensive accommodations, if available, and request "Government Rate "

5 Meal and Expense Allowances Reasonable costs incurred for meals, telephone calls, and incidental expenses when an employee is out of town for one or more working days on City Business

a An allowance may be authorized for each twenty-four hour day of travel on City business The rate below shall be adjusted by deducting for any meals provided in registration fees

b The maximum daily meal allowance for business travel shall not exceed **$60** per day

c Incidental expenses for business telephone calls or program materials may be approved if necessary, upon presentation of receipts d Allowances and meal expenses advances must be returned to the City if not fully expended and justified by receipts

6 Excluded Expenses

a No allowances shall be authorized for personal items, entertainment, or costs incurred by family members accompanying the City representative This section shall not prevent or prohibit the City representative from requesting and being authorized to coordinate the employee's vacation time to begin or end in conjunction with City travel

b Travel by an employee's private aircraft is not covered by the City's general liability insurance

c Expenses, whether or not advanced, which have not been authorized or properly justified by receipts shall be considered unauthorized and shall become the responsibility of the employee/City representative

Authorized expenses may be paid by use of City Credit Card

PROCEDURES

1 City representatives shall conform to the procedures for travel and expense authorizations enumerated above Advance authorization shall be required except in emergencies Requests shall be submitted on a "Conference, Travel or Training Authorization and Expense Requisition" form, with program and cost information attached

a Such form shall be submitted to the Accounting Division, except that Department Heads and CAO Staff shall submit such requests through to the CAO who will forward approved requests to the Accounting Division for processing

b Accounting will review requests for compliance with policy and expense limitations Copies of those requests which have been denied or modified will be sent to the affected employee through the Department Head

2 Receipts shall be provided for all expenses claimed, submitted with a Statement of Expenses form upon return from City business travel Absent extenuating circumstances, such form and receipts shall be submitted within ten (10) working days, or payments and reimbursements may be denied Employees advanced money for expenses shall bear the responsibility for documentation of such expenses or shall reimburse the City for the amount advanced

a Statements of Expenses shall be submitted to the Accounting Division with all accompanying receipts Amounts paid directly by City to a vendor or hotel shall not require receipts

b If any advanced funds were not expended, or receipts are not provided as required, the employee/City representative shall attach a personal check for the appropriate repayment amount, payable to the City of Culver City

c If additional expenses were incurred, receipts justifying those expense requests shall be attached with an explanation of the additional amount If authorized, payment will be provided by the Accounting Division in the next demand cycle

RESOLUTION NO 2005-R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CULVER CITY CALIFORNIA, APPROVING AND ADOPTING AMENDMENTS TO CITY COUNCIL POLICY STATEMENT NO 4101, ENTITLED 'TRAVEL, ATTENDANCE AT CONFERENCES, AND SPECIAL EVENTS OR MEETINGS AND REIMBURSEMENT FOR EXPENSES" AND AMEND RESOLUTION 95-R005

WHEREAS, the City of Culver City values continuing education and representation at legislative and professional meetings, and

WHEREAS, it is necessary to establish guidelines and policy for City employee travel for City business and payment or reimbursement for authorized expenses, and

WHEREAS there is a need to adopt amendments to Council Policy Statement No 4101, entitled, Travel, Attendance at Conferences, and Special Events or Meetings, and Reimbursement for Expenses '

NOW THEREFORE the City Council of the City of Culver City California, DOES RESOLVE as follows

1 The City Council hereby approves and adopts amendments to City Council Policy Statement No 4101, entitled, Travel Attendance at Conferences, and Special Events or Meetings and Reimbursement for Expenses," which is attached hereto as Exhibit 'A" to this resolution

2 The City Council hereby amends Resolution 95-R005 to enact amendments to City Council Policy Statement No 4101

(jam)

3 Council Policy Statement No 4101 shall be effective upon its adoption

APPROVED and ADOPTED this _____ day of __________ 2005

____
ALBERT VERA, MAYOR
City of Culver City California

ATTEST

APPROVED AS TO FORM

____
CHRISTOPHER ARMENTA City Clerk
A05 00435

____
CAROL A SCHWAB, City Attorney

(jam)

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EXHIBIT A

CITY OF CULVER CITY
COUNCIL POLICY STATEMENT

General Subject	Personnel	Policy Number **4101**
		Date Issued 1/23/95
Specific Subject	Travel, Attendance at Conferences, and Special Events or Meetings, and Reimbursement for Expenses	Effective Date 1/24/95
		Date Revised _/_/_
		Resolution No 2005-R__

PURPOSE

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DEFINITION

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' Special Events or Meetings" are defined as meetings which are not included above, which may or may not be training, including but not limited to attendance at legislative or policy committees, appearances before legislative bodies or representatives, and other functions as a designated City representative

"Authorizing Authority" is defined as the person that is responsible for authorizing travel and attendance requests For employees within a department, the authorizing authority is their respective Department Head For requests by the CAO, the City Treasurer will act as the authorizing authority The City Treasurer is also responsible for reviewing reimbursable expenditures by Department Heads to ensure that they are consistent with City policy

STATEMENT OF POLICY

Travel on City business may be authorized when necessary to attend meetings, workshops, conferences, or other functions related to the employee's responsibilities When such travel is outside the Los Angeles Metropolitan Area, requires one or more working days away from the City, and may require use of a City vehicle or payment to a common carrier for such transportation, advance authorization from the authorizing authority is required

In emergency situations, authorization may be obtained immediately upon return to the City

Advance authorization shall not be required for local travel within Los Angeles metropolitan area, as directed by City management or required to accomplish the duties of the employee's position

<u>Attendance at Conferences, Special Events or Meetings</u>

Attendance at conferences and special events or meetings outside the City may be authorized when such participation by City employees and representatives provides opportunities for information exchange, training and/or representation regarding City issues, responsibilities, programs and policies To the extent possible, anticipated travel and attendance costs shall be requested and included in the current City budget

The Chief Administrative Officer (CAO) may deny authorization for attendance at any conference, special event or meeting, or limit the City's financial support for attendance in accordance with budget and policy guidelines In this case, employees may choose to use personal leave (administrative, vacation or holiday), or personal funds to pay for some or all of the travel and/or attendance costs

Department Heads shall be responsible for reviewing requests to attend a conference, special event or meeting by their respective staff before approving and authorizing payment The City Treasurer shall be responsible for reviewing and approving attendance and travel requests by the CAO

Background information and support for the request shall be provided by the employee Justification for the expenditures requested shall include consideration of economy travel and accommodations, value to the City of the information to be conveyed or received by the attendee, and a commitment to share the information with other employees or commissioners and the City Council upon return

Consideration shall be given to providing conference attendance reimbursements to employees as a means of recognizing meritorious performance

The authorizing authority (i e Department Head or City Treasurer) is authorized to monitor attendance under this policy and establish budgetary controls to administer this policy fairly and equitably within budget constraints

Upon return from authorized attendance, participants may be required to provide the CAO or authorizing authority with a written memorandum or oral briefing indicating what was learned and how it can/will be put into use for the City

PROCEDURES

1 City representatives shall conform to the procedures for travel and expense authorizations enumerated above Advance authorization shall be required except in emergencies Requests shall be submitted on a "Conference, Travel or Training Authorization and Expense Requisition" form, with program and cost information attached

   a Such form shall be submitted to the authorizing authority Approved requests will be forwarded from the authorizing authority to the Accounting Division for processing

   b Accounting will review requests for compliance with policy and expense limitations Copies of those requests which have been denied or modified will be sent to the affected employee through the Department Head

2 Receipts shall be provided for all expenses claimed, submitted with a Statement of Expenses form upon return from City business travel Unless there are extenuating circumstances, such form and receipts shall be submitted within ten (10) working days from the employees return, or payments and reimbursements may be denied Employees advanced money for expenses shall bear the responsibility for documentation of such expenses or shall reimburse the City for the amount advanced

   a All expenses will be itemized and listed on the Statements of Expense with copies of receipts attached, including all expenses paid using an Executive/Purchasing Card

   b Statements of Expenses shall be submitted to the Accounting Division within 10 business days following the employee's return to work with all accompanying receipts Amounts paid directly by City to a vendor or hotel shall not require receipts, not including payments made by Executive/Purchasing Card c If any advanced funds were not expended, or receipts are not provided as required, the employee/City representative shall attach a personal check for the appropriate repayment amount, payable to the City of Culver City

d If additional expenses were incurred, receipts justifying those expense requests shall be attached with an explanation of the additional amount If authorized, payment will be provided by the Accounting Division in the next demand cycle

Reimbursement for Authorized Expenses

City officials and employees shall have proper regard for economy in the conduct of City business and shall be reimbursed for necessary and authorized expenses incurred while conducting such business "Business" is deemed to include attendance at approved conferences, special events or meetings, and training programs

In some instances, Police personnel attend training either mandated or sponsored by the Commission on Police Officer Standards and Training (POST) The City is reimbursed by POST for costs to attend such training and any associated travel In years where POST rates exceed the City's reimbursement rate the higher rate will apply If POST rates do not exceed the City's reimbursement rates, the City rates will apply For all non-POST training, the City's rates and policies will apply The Police Department will annually supply POST rates to the City Treasurer's Office as they are made available

Authorized categories of expenses shall include

1 Transportation Travel on City business by common carrier or personal vehicle

a Mileage expenses for travel by private vehicles will be based on the IRS rate for employee business reimbursement

b Employees should travel in coach class and shall obtain the lowest available fare when traveling by air Should an employee wish to travel by air in a class other than coach or on an airline that does not represent the lowest available airfare, the employee is solely responsible for paying the difference in price between the lowest available coach fare and the actual fare paid

c Reasonable travel costs incurred by using other commercial modes (bus, rail, or boat) when airline service is unavailable or impractical shall be reimbursed at the actual cost

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d If the employee uses a City vehicle for authorized travel, a City credit card or purchasing card may be issued to pay for gas and other automotive charges No mileage reimbursement will be allowed

e City liability insurance does not cover business use of an employee's personal vehicle or unauthorized personal use of a City vehicle If an accident occurs under these circumstances, the employee may be held liable

2 <u>Local Transportation and Parking</u> Taxi, shuttle services, or bus costs incurred in conjunction with airline travel and personal vehicle parking while on City business

a Employee may be advanced funds or reimbursed for incurred costs, subject to presentation of receipts

b Reimbursement for the use of rental cars shall be approved only when such rental is necessary due to geographical location of airport or accommodations in relation to conference or meeting site, when other local group conveyance transportation is unavailable, and/or when a rental car is the most economical means of accomplishing travel to the final destination

i When a rental car is authorized, the employee shall be limited to a mid-size or smaller vehicle In special cases and by approval of the Department Head, a larger vehicle may be obtained If gasoline is purchased for the rental vehicle, the employee shall keep receipts for reimbursement or for presentation as a purchasing card transaction

ii Collision Damage Waiver (CDW) and Liability Damage Waiver (LDW) insurance offered by the rental car company should be accepted The City's Executive/Purchasing card does not automatically cover CDW or LDW insurance Employees shall accept the car rental company insurance coverage

3 <u>Registration Fees</u> The registration or admission fee for the conference, event or workshop

a Employees shall be advanced or reimbursed for the cost of required registration fees If at all possible, such fees shall be paid directly by the City through purchase requisition

b Employees are expected to make plans for attendance sufficiently in advance to obtain any registration discounts which may be offered

4 Lodging the cost of accommodations for single occupancy at a hotel or conference or training facility when an overnight stay is necessary Lodging costs will not be approved when the event is within reasonable commuting distance as defined by the authorizing authority

a Employees are expected to stay at a hotel or motel proximate to the conference or event site Whenever possible, employees should seek comparable but less expensive accommodations, if available, and request "Government Rate "

If an employee wishes to stay in the hotel that does not represent the lowest available price proximate to the conference site, that the employee is solely responsible for the difference in price between the lowest rate and the actual rate paid

5 Meal and Expense Allowances

Per diems will be allowed as follows For each full day away from the City on official business $60 per day will be provided to employees If meals are provided in registration or lodging costs, deduct $10 for each breakfast, $20 for each lunch, and $30 for each dinner

Incidental expenses for business telephone calls, internet access or program materials may be approved if necessary, upon presentation of receipts

Allowances and meal expenses advances must be returned to the City if not fully expended and justified by receipts

Some conference, meeting, and special event locations have higher meal costs and upon approval from their respective Department Head, employees may be granted an increase in per diem for meals in these high cost cities

6 Excluded Expenses

No allowance shall be authorized for personal items, entertainment, or costs incurred by family members accompanying the City representative This section shall not prevent or prohibit the City representative from requesting and being authorized to coordinate the employee's vacation time to begin or end in conjunction with City travel

Travel by an employee's private aircraft is not covered by the City's general liability insurance

Expenses, whether or not advanced, which have not been authorized or properly justified by receipts shall be considered unauthorized and shall become the responsibility of the employee/City representative

There will be no reimbursement for alcoholic beverages

Authorized expenses may be paid by use of an Executive/Purchasing card Use of an Executive/Purchasing Credit Card is subject to the terms defined in the "Executive/Purchasing (Credit) Cards' policy and requires that the employee fill out a Statement of Expense form upon return