MEETING DATE: 08/08/2011

AGENDA ITEM: **Adoption of a Resolution Amending City Council Policy 4101 for Travel, Attendance at Conferences and Special Meetings or Events, and Reimbursement for Expenses.**

ATTACHMENTS

RESOLUTION NO. 2011-R____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CULVER CITY, CALIFORNIA, AMENDING CITY COUNCIL POLICY 4101 FOR TRAVEL, ATTENDANCE AT CONFERENCES AND SPECIAL MEETINGS OR EVENTS, AND REIMBURSEMENT FOR EXPENSES AND RESCINDING RESOLUTION NO. 2005-R060

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

WHEREAS, the City Council has established Policy 4101 to govern City employee travel for City business and payment or reimbursement for authorized expenses; and

WHEREAS, updates to the policy are required to update the titles of positions whose titles have changed and to make the reimbursement process more efficient.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Culver City, as follows:

1. The City Council hereby adopts the City Council Policy 4101 for Travel, Attendance at Conferences and Special Meetings or Events, and Reimbursement for Expenses, as set forth in the attached Exhibit A; and,

2. Resolution 2005-R060 and any other prior resolutions in conflict with this Resolution are hereby rescinded.

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Approved and adopted this __________ day of _______________, 2010.

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MICHEÁL O'LEARY, MAYOR
City of Culver City, California

ATTEST:

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Martin R. Cole, City Clerk
A11-00409

APPROVED AS TO FORM:

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Carol A. Schwab, City Attorney

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

Date Revised 08/08/2011

Resolution No. 2011-R

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.

DEFINITIONS:

"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 Department Heads, the City Manager or his/her designee will act as the Authorizing Authority.

"City Official" is defined as City Councilmembers, other elected officials, and appointed officials, including but not limited to, Commissioners and Committee Members, acting in their official capacity on behalf of the City.

"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 representatives, and other functions as a designated City representative.

"Travel" is defined as the transit of an employee to and from a location outside Culver City for the purpose of conducting City business.

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 City Manager 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 Manager or his/her designee shall be responsible for reviewing and approving attendance and travel requests by Department Heads.

Background information and support for the request shall be provided by the employee, as determined by the Department Head. 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 Manager) is authorized to monitor attendance under this policy and establish budgetary controls to administer this policy fairly and equitably within budget constraints. Departments are responsible for monitoring and staying within their own budgetary limits for travel and training costs.

Upon return from authorized attendance, participants may be required to provide the City Manager 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 to the Authorizing Authority via e-mail or written memo. Employees shall not finalize travel arrangements or obligate the City until approval has been received. Any request for advance payments shall be included in the request. Employees shall attach a copy of the approval to any requests for advance payments, as well as the final Statement of Expenses.
2. Except for per diem reimbursements for meals, 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 final Statement of Expenses is required to be submitted to Accounts Payable even if no refund or reimbursement is due.

    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 Accounts Payable 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 should reference the City check number, but 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 Accounts Payable 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 Finance Department 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.

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 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. 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 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."

    b. 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. Per Diem Meal Allowances: A per diem reimbursement for meals and snacks of $50 per day shall be paid to individuals on business trips lasting at least one full day. The per diem is based on meal costs as follows:

Breakfast	$10.00
Lunch	$15.00
Dinner	$25.00

Per diem payment includes all tips, taxes and incidentals. Any costs incurred by employees in excess of these amounts shall be the responsibility of the employee. Receipts are not required for presentation.

    a. If travel to conference or training event is required at 10:30a.m. or earlier, the full day per diem amount will be granted. If travel is required between 10:30a.m. and 3:00p.m., the per diem for that day shall be for lunch and dinner only. If travel is required after 3:00p.m., the per diem for that day shall be dinner only.
    b. If return travel from a conference is completed by 12:00p.m.., the per diem for that day shall include breakfast only. If return travel is completed by 5:00p.m., the per diem for that day shall include breakfast and lunch only. If return travel is completed after 5:00p.m., the per diem for that day shall be the full day amount.
    c. If meals are provided in registration or lodging costs, deduct $10 for each breakfast, $15 for each lunch, and $25 for each dinner.

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

6. <u>Excluded Expenses:</u>

   a. 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.

   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.

   d. 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 still requires that the employee fill out a Statement of Expense form upon return.

7. Statement of Expenses: The Finance Department shall provide an electronic version of the Statement of Expenses for use by all Departments. The following requirements apply:

   a. The form shall be completed by the Employee within ten (10) days after completion of the conference or training event.
   b. The Employee shall sign and date the form, and it shall be approved by the Authorizing Authority prior to submittal to Accounts Payable.
   c. The prior approval of the Authorizing Authority shall be attached to the form when submitted.
   d. Original receipts shall be attached to justify all costs, with the exception of meal per diems. For items paid with an Executive/Purchasing Card, copies of receipts are allowable.