

RESOLUTION NO. 4045

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY
OF WESTMINSTER ADOPTING THE OFFICIAL STAFF TRAVEL
REIMBURSEMENT POLICY

WHEREAS, on January 11, 2006 the City Council adopted Resolution No. 3970 amending the City's Staff Travel Policy to include a Reservation Policy; and

WHEREAS, a comprehensive update of the Travel Policy covering all City employees has been done to reflect changes in the travel industry to ensure travel costs are kept at a minimum and to facilitate reasonable travel by employees.

WHEREAS, this Staff Travel Policy covers travel reimbursement for all City employees which includes the City Manager, City Attorney and City Commissioners.

WHEREAS, a separate Travel Policy covering the Mayor and City Council's travel was adopted on July 26, 2006, and this update was done to be AB 1234 compliant.

NOW THEREFORE, BE IS RESOLVED that the City Council of the City of Westminster does hereby rescind Resolution No. 3970 and hereby adopts the City Travel and Reimbursement Policy attached hereto as Exhibit "A" and incorporated by this reference.

PASSED, APPROVED AND ADOPTED this 25th day of October, 2006, by the following vote:

| | |
|---------|---|
| AYES: | COUNCILMEMBERS: RICE, FRY, MARSH, QUACH |
| NOES: | COUNCILMEMBERS: NONE |
| ABSENT: | COUNCILMEMBERS: NONE |


MARGIE L. RICE, MAYOR

ATTEST:


MARIAN CONTRERAS, CITY CLERK

STATE OF CALIFORNIA)
) ss
COUNTY OF ORANGE)

I, MARIAN CONTRERAS, hereby certify that I am the duly appointed City Clerk of the City of Westminster, and that the foregoing resolution was duly adopted at a regular meeting of the City Council of the City of Westminster held on the 25th day of October, 2006.


Marian Contreras, City Clerk

Exhibit "A"

OFFICIAL STAFF TRAVEL REIMBURSEMENT POLICY

Introduction

The Westminster Mayor and City Council recognize the constructive value of professional conferences, seminars, meetings and training and provides funds for City employees to attend such events. Accordingly, the purpose of this Official Staff Travel Policy is to prescribe the terms and conditions for reimbursement of travel by City employees, including the City Manager, the City Attorney and City Commissioners.

Further, annually, the Mayor and City Council approve "Trainings and Meetings" Budgets for each City department (Account No. 44030). The City Manager will provide a summary of travel by Department to the Mayor and City Council after the close of the fiscal year.

This Travel Policy does not cover travel for the Mayor and City Council, as their travel is governed by a separate Travel Policy.

Local Meetings of Short Duration

The City of Westminster and its employees belong to numerous beneficial associations and organizations, where representation is either required or encouraged. These association/organization meetings are typically pre-approved and require only a few hours of time away from the employee's assigned work location. Attendance at such meetings that have not been pre-approved requires notification to the employee's immediate supervisor.

This section does not apply to Departments or Divisions which, by necessity, require the employee's absence to be backfilled (i.e., the Police Department, front line customer service assignments, etc). Authorization must first be obtained so these Departments and Divisions can ensure adequate coverage.

One Day Local Meetings

Attendance at meetings which last one full day, and do not necessitate an overnight stay, must be authorized by the employee's immediate supervisor.

Conferences/Seminars More Than One Day

Attendance at conferences and seminars for more than one day, which necessitate an overnight stay, shall be approved by the Department Head. The City Manager shall notify the Mayor and City Council by memorandum when he/she wishes to attend a conference or seminars for more than one day, which necessitates an overnight stay. The City Manager shall provide adequate notification to the Mayor and City Council to

allow the Mayor and City Council to consider the request for travel in a public meeting, if it so desires.

Out-of-State Travel

All travel out-of-state shall be approved by the Department Head. Travel by Police Department employees in the course of criminal apprehension, investigation, etc. requires the approval of the Police Chief only.

Expense Advance

Employees may request an Expense Advance. An estimate of anticipated expenses with necessary support documents are to be submitted with the request for Expense Advance to the Finance Department ten (10) business days prior to the need for the advance. Written documentation of the actual expenses shall be submitted upon return on the "Training and Meeting Expense Statement." Any unused advance must be returned to the Finance Department within two business days of the official return.

Credit Card Use

Airline, hotel and car/shuttle reservations may be made by the employee or staff in the employee's respective department, using the City credit card or the employee's personal credit card. Receipts documenting expenses incurred on the City's credit card and in compliance with this policy must be submitted within ten (10) business days of use. Receipts documenting travel expenses incurred on the employee's personal credit card shall be submitted along with a copy of the actual receipt of services rendered or the monthly billing statement with the expense highlighted.

City credit cards may not be used for personal expenses, even if the official subsequently reimburses the City.

Approval of Travel

When making travel arrangements, employees will make every effort to use any discounted rates available, including conference rates, government rates or any promotional rates readily available.

Expenses will be reimbursed on the following conditions:

- a) Notification of intent must be made prior to scheduled departure, allowing adequate time for the supervisor or Department Head's approval, but no later than two weeks prior to the travel.
 - 1) The City Manager must approve travel of all Department Heads that requires an overnight stay. Department Heads must approve travel of

staff within their Department when travel requires one or more overnight stay.

- b) Registration fee will be allowed for only the person authorized to attend the meeting. A spouse/guest of the employee must register separately.

Accommodations and Related Expenses

- a) Hotel charges will be allowed at the regular room rate. If there is an additional fee imposed for more than two persons in the room, the employee shall pay the difference.

Additionally, the employee should book their hotel accommodations at the host hotel(s). If a hotel other than the host hotel(s) is used, written justification shall be provided upon return as part of the "Training and Meeting Expense Statement."

- b) Per Diem will be paid at the rate of \$50 per day, which will include meals, trips and all incidental expenses. If the costs exceed the per diem, requests for reimbursement can be made. Said requests shall identify all expenses and justification supported by proper receipts. The City Manager shall approve requests for reimbursement exceeding the daily per diem rate.
- c) Examples of personal expenses that the City will not reimburse include, but are not limited to:
 - 1) The personal portion of any trip.
 - 2) Entertainment expenses, including theater, movies, sporting events (including gym, massage or golf related expenses), or other cultural events.
 - 3) Personal losses incurred while on City business.
 - 4) Generally, no allowance will be approved for charges covering laundry, dry cleaning, or toiletries.
- d) Employees will be reimbursed for actual telephone and fax expenses incurred on City business. Telephone bills should identify which calls were made on City business. A personal call each day to speak to the employee's family, of a reasonable duration, will be reimbursed.
- e) Baggage handling fees of up to \$1 per bag and gratuities of up to 15% will be reimbursed.

Transportation

- a) Travel by airline should be made at the regular fare available for the most convenient time and place and departure. Additional fare for a higher level of service or for a route or airline carrier that is not the most cost-effective or direct

means of reaching a destination, shall be at the employee's expense. Employees shall provide written documentation of the competitive rate they found for their airfare so that the City can adequately determine what is the "regular fare" and what constitutes the "additional fare" so that it may reimburse the employee for only the "regular fare." This documentation shall accompany the "Training and Meeting Expense Statement."

- b) Travel in the Southern California area (Santa Barbara and San Fernando Valley on the north – Palm Springs on the east – San Diego on the south) should be made by automobile, with mileage reimbursed. If the employee chooses to travel by car instead of plane for travel outside of the Southern California area, the employee may do so. The employee's reimbursement will be the prescribed mileage or the cost of round trip airfare to and from the destination, whichever is the lowest cost. Exceptions to this may be granted by the Department Head, or City Manager, as applicable. For example, the employee may be required to drive an automobile to transport materials to a conference. Parking and tolls will be reimbursed, and are not included in the daily per diem, as discussed above.
- c) Automobile mileage is reimbursable at Internal Revenue Service rates presently in effect. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include parking fees, bridge or road tolls, which are reimbursable. Additionally, taxis or shuttle fares may be reimbursed, including a 15% gratuity per fare.
- d) Charges for car rental may be reimbursed, provided that it is reasonably determined that the use of a rental vehicle is more economical than other forms of transportation, and the conference/seminar is not in a location which provides reasonable access to amenities (restaurants, etc.) The employee shall reimburse the City for any days/hours added on to the car rental period for personal use, and is responsible for liability claims for personal use days.
- e) Long-term airport parking should be used for travel exceeding 24 hours.