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City of San Bernardino Administrative Policy Manual

Subject: Travel Authority and Expense Policy

Purpose: To set forth the policies governing reimbursement for travel expenses and to establish certain procedures concerning travel authorization, documentation, and accounting for all departments, employees and Elected Officials of the City of San Bernardino. The City has two objectives when paying travel-related expenses: 1) to provide employees sufficient funds to execute business on behalf of the City and 2) to safeguard City funds by paying only reasonable and necessary expenses. This administrative policy outlines what constitutes a reasonable and necessary expense.

Authority: Resolution No. 2024-105

Scope: Unless otherwise stipulated herein, this policy applies to all City Employees and Elected Officials. All such employees and officials shall comply with the provisions outlined in this policy. For City Employees, the Director or their designee and for Elected Officials, the Director of Finance & Management Services is ultimately responsible for ensuring that travel expenditures comply with this administrative policy and for the thorough review and approval of all documents necessary for the disbursement of City funds related to employee travel. The purpose of the required documentation is to provide sufficient evidence to anyone who reviews travel transactions that public funds were expended in compliance with this administrative policy.

Exemption from Scope

None.

Policy:

The City of San Bernardino encourages attendance at conferences, seminars, meetings and workshops to enhance an employee's understanding of his/her duties and responsibilities. The City will reimburse travel expenditures according to the procedures outlined in this policy.

Travel is deemed to be official when such travel of City Employees and Elected Officials are away from the City for the purpose of conducting business of the City, attending

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professional meetings, seminars, conferences, training, workshops and other related meetings. This policy is applicable to all travels, regardless of the source of funds used for reimbursement.

Only authorized expenses as set forth in this policy will be reimbursed. Unauthorized expenses incurred on a City credit card will be reimbursed to the City by the Employee of Elected Official.

Definitions

- (a) *Elected Official* - any elected person representing the City in an official capacity that is not considered an employee. City Council, at their discretion, may approve travel for appointed Commissioners. For purposes of compliance with this policy, Commissioner travel will be treated the same as that of Elected Officials.
- (b) *Travel* – any trip taken by a City Employee or Elected Official in the course of performing his/her duties, including trips to conferences, seminars, meetings, workshops and training.
- (c) *Local Travel* - travel within a radius of seventy-five (75) miles from the employee's regular work site within the State of California, one way, for a one-day session or multiple day sessions.
- (d) *Out-of-Town Travel* – any travel over seventy-five (75) miles from employee's regular work site within the State of California, that requires subsistence or actual living expenses.
- (e) *Out-of-State Travel* - any travel outside of the state of California within the continental United States.
- (f) *Out-of-Country Travel* - any travel outside of the continental United states.
- (g) *Mileage Allowance* – reimbursement paid to a City Employee for the use of his/her personal vehicle during travel or official City business. The reimbursement rate will be the current rate established by the Internal Revenue Service (IRS).
- (h) *GSA Per Diem Rate* – herein used to refer to the allowance for meals and incidental expenses established by the U.S. General Services Administration for destinations in the continental United States. The Per Diem allowance rates can be accessed via the internet at www.gsa.gov/perdiem.

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Authorized Expenses

These guidelines are not intended to address every issue, exception, or contingency that may arise in the course of travel or performance of official duties. Accordingly, the basic standard that should always prevail is to exercise good judgment in the use and stewardship of the City's resources. Any questions regarding the propriety of a particular type of expense should be resolved with the Finance Department or, in the case of Elected Officials, with the City Council, before the expense is incurred.

Elected Officials please also note: Expenses that do not fall within the scope of this policy, and for which payment or reimbursement will be requested, must be approved by the City Council in a public meeting before the expense is incurred.

- (a) Actual and Necessary Expenses. The City will pay or City Employees and Elected Officials will be reimbursed for the actual and necessary expenses incurred in the performance of the official duties for their position, provided that, except as otherwise articulated in this Policy, reimbursement shall always be at the lesser of the actual cost or the current GSA Per Diem Rates, unless otherwise approved by the City Council in advance or otherwise provided herein. Expenses that the City will pay include transportation, lodging, registration fees, meals, and any other incidental and related expenses if they are for official business and are authorized by this policy.
- (b) Authorized Events and Activities. Expenses incurred in connection with the following types of events or activities will generally be authorized for payment or reimbursement:
 - a. Attending educational seminars, conferences, or activities designed to improve skills and information levels.
 - b. Participating in regional, state, national and international organizations whose activities affect the City's interests.
 - c. Activities that involve either: (a) City Employees or Elected Officials attending as a representative of City events; or (b) City Employees, as part of their City job duties or responsibilities, organizing or assisting with the management or operation of events.

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- d. Meetings with consultants, professionals, constituents, applicants or other private or governmental entities or agencies, which are necessary for the performance of their position.
- (c) Unauthorized Events and Activities. Expenses incurred for personal matters will not be paid or reimbursed. If time is taken away from official business for personal matters, or if the return is delayed after completion of the event to attend to personal matters, any expenses incurred for such personal matters will not be paid or reimbursed. If a City Employee desires to combine business and personal travel in this manner, the written approval of the City Employee's Department Director, or the City Manager if the City Employee is a Department Director, or the City Council if the employee is an Elected Official, is required prior to making travel arrangements. For City Employees, if the extended period required for personal matters occurs during regular scheduled work hours, the time must be counted as annual leave or leave without pay.

The following is a non-exhaustive list of prohibited purchases which includes commonly purchased goods or services considered personal in nature, and not an essential part of the City's business and therefore will not be a cost borne by the City of San Bernardino:

- a. Personal portion of the trip, including expenses incurred for family member(s), friends and/or pets who accompany the City Employee or Elected Official on City business.
 - b. Political contributions or events.
 - c. Charitable contributions.
 - d. Attendance at charitable events not sponsored, co-sponsored or organized by the City.
 - e. Entertainment expenses not directly required as part of attending a meeting/conference, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf-related expenses), or other cultural events.
 - f. Personal automobile expenses, including traffic citations, other than mileage and toll charges that are otherwise payable or reimbursable under this policy.
 - g. Personal losses incurred while on City business.
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- h. Alcoholic beverages.
- i. Expenses for trips involving an overnight stay or airfare by Elected Officials or City Employees, unless approved in advance as required by this policy.
- j. Mileage or other expenses incurred when representing the City on a regional board, commission or other agency when such board, commission or agency allows for the payment or reimbursement by them of such mileage or other expenses.
- k. Mileage reimbursement for those receiving a monthly vehicle allowance.
- l. Vehicle rental expenses when the mode of transportation to the event or destination was not air travel.
- m. The use of private aircraft for the conduct of City business is expressly prohibited.

Prior to Trip – Advance Approval

- (a) Advance Approval for City Employees. When requesting to travel either overnight or via airplane, City Employees must request advance approval from the person charged with approving the expenditure in compliance with this Policy. Such request shall be submitted using the Travel Authority & Expense Request form. Approval must be obtained prior to incurring any non-refundable expenses for the trip, including, but not limited to, event registration, flights or hotel reservations. In the event travel is conducted without prior approval, the employee will be held responsible for all expenses incurred and will be required to reimburse the City.
- (b) Advance Approval for Elected Officials. When requesting to travel either overnight or via airplane, Elected Officials must request advance approval from the City Council during a regular City Council meeting using the Travel Authority & Expense Request form. Approval must be obtained prior to incurring any non-refundable expenses for the trip, including, but not limited to, event registration, flights or hotel reservations. In the event travel is conducted without prior approval, the Elected Official will be held responsible for all expenses incurred and will be required to reimburse the City.
- (c) Travel Request Forms. The Travel Authority & Expense Request form can be found on the Employee Intranet page.

Transportation

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The method of transportation used by individuals will be the most practical and economical, with due consideration given to the time involved, extra meals, lodging costs and the mission to be accomplished.

The objective of this administrative policy is to ensure the lowest reasonable cost for travel. However, it is not intended to create hardships for employees. Therefore, each department may consider employees' convenience in providing flexibility to those who travel by vehicle.

Where several employees are authorized to attend the same local conference/meeting, the department shall coordinate travel arrangements to minimize transportation costs to the City.

Air Travel

- (a) Commercial Airlines: The City of San Bernardino will pay for coach roundtrip airfare. Employees are expected to take advantage of discounts whenever possible; however, employees are not required to fly at unusual times in order to qualify for discounts. Employees may retain frequent flyer miles and similar travel awards; however, employees shall not pay a higher price for the fare in order to obtain frequent flyer miles.
 - a. Baggage Fees: The City of San Bernardino will pay for the cost of one checked bag per employee traveling. Additional baggage fees will be covered only with written permission of the employee's Director.
 - b. Upgrades: Other upgrades such as seat selections, travel insurance, and internet on planes may be approved at the discretion of the Director.
- (b) First-Class Airfare: The City will only pay coach class fares; however, employees may choose to upgrade their seats provided that they pay the difference between the coach fare and the fare for the upgrade.

Vehicle Use

- (a) City Vehicles: Motor pool vehicles or those vehicles assigned to departments should be used when available. When using City Vehicles, employees should use their City Purchasing Card (P-Card) to purchase gasoline and/or emergency repairs whenever practical. Employees without a City P-Card will be reimbursed for the cost of gasoline and/or emergency repairs (receipts are required). For additional information on P-Card usage, please see the City of San Bernardino Purchasing Card Policy.
- (b) Rental Vehicles: When renting vehicles, the employee should purchase the blanket insurance coverage. The appropriate size of the rental vehicles should depend on

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such factors as the number of passengers and the amount of luggage or equipment being carried. If a car rental is approved, the employee may use a City P-Card or request reimbursement upon return. Receipts must be provided in order to obtain reimbursement.

- (c) Car Services/Taxis/Public Transportation: The City of San Bernardino will reimburse employee's reasonable car fare plus gratuity for required transportation. No more than a 20% tip will be reimbursed. Receipts must be retained and attached to the Travel Authority & Expense Request form.
- (d) Personal Vehicles: Employees may use their personal vehicle for City travel. Supporting documentation (i.e. Google maps directions) must be attached to the Travel Authority & Expense Request form. The City of San Bernardino will pay the Internal Revenue Service mileage rate in effect at the time of travel. For all mileage reimbursement, the employee's office is to be used as the starting point. When an employee is using his/her personal car on a trip and the destination is more than 300 miles from the employee's office (one-way), the City will not reimburse the employee for expenses such as lodging, meals and incidental, while in transit, which exceed the cost of a 21-day advance round-trip coach airfare. Any travel time that is greater than the time required to travel by scheduled airlines will be considered vacation time. Normal travel time will not exceed one day. The City shall reimburse the employee for the actual mileage involved in the travel. Reimbursed mileage rate is the Standard Federal Mileage Rate set by the Internal Revenue Service for the current year. Personal car mileage reimbursements are made based on the actual mileage. No cash advance for mileage is allowed.
 - a. Personal car travel reimbursement is limited to the lesser of either the cost of making the trip by 21-day advance coach airfare or mileage reimbursement.
 - b. The City will pay for additional work-related mileage at the destination. A mileage log or other documentation (i.e. Google map) must be attached to the Travel Authority & Expense Request form.
 - c. When travel is by airfare, the City will pay for airport parking expenses. For airport parking, supporting documentation must be attached to the Travel Authority & Expense Request form and can be obtained from the airport's website. Mileage reimbursement to the airport will be calculated from the employee's office.
 - d. If an employee is driving a personal vehicle outside of the City and has car failure, the City will pay the expense of towing the vehicle to the nearest

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garage, over and above the employee's personal towing insurance coverage. The employee must pay for all repairs. The towing and insurance documentation, reflecting the amount covered, must be attached to the Travel Authority & Expense Request form.

- e. Mileage will not be reimbursed to employees using City vehicles or who receive auto allowances.
- f. To drive a privately owned vehicle on City business, the employee must:
 - i. Possess a valid California driver's license.
 - ii. Carry liability insurance, as required by the State of California.
 - iii. Acknowledge that any damage to the employee's personal vehicle and/or service or repair occurring on the trip will be the employee's responsibility, as these costs are included in the City's per mile cost reimbursement.

Employees are required to notify Human Resources, Risk Management Division at (909) 384-5308 and the employee's supervisor as soon as possible (within 24 hours) of any event, incident or accident related to rental cars or City vehicles. The employee must complete the "Vehicle Accident Report" form.

Compensation for Travel Time

When travel time exceeds the normal workweek, the City's rules for overtime apply to those City Employees eligible for overtime pursuant to applicable state and federal laws or as outlined in the various Memorandums of Understanding. In determining overtime compensation, normal commute time between the employee's residence and the employee's work location should be deducted from the total travel time. Additionally, normal unpaid meal periods are not considered work time while traveling. Overtime eligibility applies equally to drivers and passengers, and should be granted whether the travel occurs during normal workdays or on weekends or evenings. City Officials are not compensated for travel time.

It is the responsibility of Department Heads, Division Managers and first line supervisors to schedule travel in a manner that the use of overtime by employees is either not required or is minimized as much as possible.

Lodging

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Actual lodging expenses will be allowed for City Employees and City Officials attending conferences, seminars, meetings or workshops that are in excess of 75 miles from their normal work site. Lodging at destinations that are less than 75 miles from the normal work site will not be paid for or reimbursed by the City unless it is a multi-day conference. All lodging must be approved in advance.

The accommodations used should be economical but practical. In general, the employee should select the most reasonably priced accommodations available consistent with the purpose and goals of the travel and within a reasonable distance of the event.

The City will pay no more than the cost of a single occupancy room. If an employee shares a room with someone who is not an employee of the City or who is not traveling on City business and the room cost is higher than the single room rate, the employee is responsible for paying the difference in cost. Meals ordered through room service will be subject to the GSA Per Diem Rate.

(a) Hotel Rooms

- a. For events starting before noon, lodging will be provided the night prior through the last day of the event.
- b. Lodging costs may be paid to the hotel directly by the employee, by using a City P-Card or travel advanced to the employee prior to departure if a City P-Card is not used.

(b) Lodging expenses shall be reimbursed on an actual cost basis. If a room at a conference/venue hotel is not available, the City Employee or Elected Official should attach documentation showing room rates from three hotels in the vicinity for the same dates, if available, to demonstrate the reasonableness of the lodging cost for the locale. Printouts from hotel reservation websites are acceptable for this purpose.

(c) When making lodging reservations, be sure to ask if a “group rate” is available. Most companies who host seminars/conferences will offer group rates to attendees. On average, group rates are 15-40% lower than standard rates. If there is no group rate offered, inquire if there is a “government rate” available. Some cities exempt travelers on government business from the local Transient Occupancy Tax (TOT). This can be as high as 12-15% savings on lodging costs depending on the local TOT rate.

(d) Telephone: Employees should avoid using hotel-provided phones whenever possible. It is recommended that employees who do not have access to a cell

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phone purchase a pre-paid calling card. Employees who possess City of San Bernardino cell phones should use that phone.

- (e) Internet: Internet connection fees will be reimbursed at the discretion of the Department Director.
- (f) Incidental Expenses: Incidental expenses covered as part of the GSA Per Diem Rate for meals and incidental expenses include: fees and tips given to porters, baggage carriers, bellhops, and restaurant servers.
- (g) Original, itemized receipts for lodging expenditures must be attached to the Travel Authority & Expense Request form when submitted for processing.

Meals and Incidentals

Meal expenses incurred by City Employees or Elected Officials while traveling shall be reimbursed according to the GSA Per Diem Rate for the destination, available at www.gsa.gov/perdiem. If neither the city nor county is specifically listed, the rate for meals and incidental expenses will be the standard GSA Per Diem destination rate.

The City will pay for meals at scheduled seminars, training sessions, and other meetings but will not reimburse for meals included in the conference fee. If meals are included in the conference fee, the Per Diem allowance will be reduced by the amount of the included meal using the GSA Per Diem breakdown, example below.

M&IE TOTAL	Continental Breakfast/ Breakfast	Lunch	Dinner	Incidentals	First & Last Day of Travel (75%)
\$55	\$13	\$14	\$23	\$5	\$41.25
\$56	\$13	\$15	\$23	\$5	\$42.00
\$61	\$14	\$16	\$26	\$5	\$45.75
\$66	\$16	\$17	\$28	\$5	\$49.50
\$71	\$17	\$18	\$31	\$5	\$53.25
\$76	\$18	\$19	\$34	\$5	\$57.00

Note: This M&IE breakdown is an example. Please refer to the current GSA rates and breakdown at www.gsa.gov/perdiem.

The City will pay for meals at scheduled seminars, training sessions, and other meetings but will not reimburse for meals elsewhere if the meal cost was included in the conference

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fee. If meals are included in the conference fee, the per diem rate will be adjusted by the GSA amount for the covered meals. A conference itinerary/schedule must be included as supporting documentation. The City will not pay for social or recreational conference functions that are separate ticketed events not included in the base conference registration fee without prior approval of the Director (to be noted on Travel Authority & Expense Request form). Meal related tips are included in the per diem rate total.

(a) Meals Paid with a Purchasing Card

- a. Employees using their P-Card for travel-related meals **must** retain **itemized** receipts and submit them as usual as part of the P-Card process. Use of a P-Card for meals should be indicated on the Travel Authority & Expense Request form **with copies of the receipts attached**.
- b. P-Card payment for meals should not exceed the per diem rate established by the GSA. Any cost in excess of the GSA established per diem rate must be reimbursed by the employee within ten (10) business days of reconciliation of travel documents.
- c. If the per diem breakdown for a meal is higher than a P-Card payment for that meal, the P-Card User is not entitled to receive the difference as a reimbursement.
- d. If a meal is purchased with a P-Card and the receipt is lost, or the P-Card User does not retain the itemized receipt, the User must attach a memo to the Travel Authority & Expense Request form explaining the lost receipt.
- e. While Authorized P-Card Users may use their P-Card to purchase meals during travel, *it is recommended that travelers either request a travel advance or pay out of pocket and request reimbursement for meals.*

(b) Meals Reimbursed or Paid with a Travel Advance

- a. Employees paying for meals out of pocket or with a travel advance DO NOT need to retain receipts. Meals will be reimbursed or travel advance provided at the GSA per diem rate.

If requesting a meal payment or reimbursement for a guest, the City Employee or City Official must include the name and business relationship of the guest to substantiate the expense. Only actual and necessary expenses incurred in the performance of official duties will be paid or reimbursed. Meal expenses of family members or those with a personal relationship with the City Official or City Employee will not be paid or reimbursed, unless a separate and defined business relationship is established and only if such payment or reimbursement is not prohibited by any other applicable laws, rules or regulations.

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One-day Travel

Meal payment or reimbursement does not include meals eaten prior to or after a trip. If travel on City business does not require a full 24-hour day, only meals that are required as part of the trip, as determined by the City Council, Department Head, or City Manager will be paid or reimbursed. As a general guideline, if a City Employee is being paid to work on the day that the expense is incurred, payment or reimbursement will not be provided for expenses incurred for meals that would typically be eaten before the City Official or City Employee normally leaves his or her home for work or expenses incurred for meals that would typically be eaten after the City Official or City Employee normally arrives home from work. Travel-related meals will be reimbursed if an overnight stay is required or if multiple trips are required during two or more consecutive days.

If a Department Director authorizes meal reimbursement for an employee for a daytrip related to training or other City business and the day-trip is for more than 12 hours and less than 24 hours, the employee will receive reimbursement at 75% the GSA Per Diem Rate (travel day rate). If a Department Director authorizes a meal reimbursement for a day-trip that is less than 12 hours, the employee will receive reimbursement for specific meals during the trip only. Because current IRS regulations identify day-trip meals as taxable to the employee, any meal reimbursement for a day-trip will be reported on the employee's W-2 form and subject to employment taxes in accordance with these regulations. That is, if travel does not require an overnight stay, meal expenses may be reimbursed with Department Director approval but must also be added to the employee's wages for tax purposes. (IRS Pub. 5137)

Extended Travel

Employees attending training or conferences for an extended time period, more than seven consecutive days, may elect to purchase groceries and prepare their meals during their training/conference.

(a) Groceries reimbursed or paid with a travel advance.

- a. Employees paying for groceries out of pocket or with a travel advance DO NOT need to retain receipts. The GSA Per Diem will be calculated in the aggregate for the extended travel time to determine the amount of the advance or reimbursement.
- b. No individual meals will be reimbursed or included in the travel advance.
- c. Any meals provided during the training/conference will be deducted from the reimbursement/advance amount at the M&IE breakdown amount.

(b) Groceries paid for with a P-Card.

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- a. While P-Card users may use their P-Card to pay for groceries while traveling, it is recommended that travelers either request a travel advance or pay out of pocket and request reimbursement for groceries.
 - b. If a P-Card is used to purchase the groceries, the employee must retain and submit grocery receipts and submit them as usual as part of the PCard process. Use of a P-Card for groceries must be indicated on the Travel Authority & Expense Request form with copies of the receipts attached.
 - c. Meals purchased in addition to groceries. If meals are also purchased on a P-Card during extended travel, the employee must retain and submit itemized receipts and submit them as usual as part of the P-Card process and use of a P-Card for groceries and meals must be indicated on the Travel Authority & Expense Request form with copies of the receipts attached. The total cost of groceries and meals purchased may not exceed the aggregate Per Diem.
 - d. Any meals provided as part of the conference/training fee will be deducted from the aggregate Per Diem at the M&IE breakdown amount.
 - e. P-Card charges for groceries and meals exceeding the Per Diem rate in the aggregate must be repaid to the City within ten (10) business days of reconciliation of travel documents.
 - f. If the total paid for groceries on a P-Card is less than the aggregate Per Diem, the P-Card User is not entitled to receive the difference as a reimbursement.
 - g. An employee electing to purchase and prepare food during an extended stay may purchase food to be consumed during the travel period only.
 - h. No reimbursement will be made for incidentals including kitchen utensils, cookware, kitchen supplies and sundries, except for basic paper goods such as napkins and paper towels or their reusable equivalent. It is incumbent upon the traveler to verify that the hotel has an adequately stocked kitchenette when making reservations.
- (c) The City will not pay for laundry services or dry cleaning.

Payments to Vendors, Cash in Advance and Employee Reimbursement

The City will pay all legitimate travel expenses for City Employees and Elected Officials traveling on authorized City business. These include transportation, lodging, registration fees, meals, and other related expenses if they are for official business and fit within the guidelines established in this policy.

- (a) There are four ways to pay for travel expenses:

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- a. Direct Vendor Payments - Are made by the City to an organization to pay for specific costs related to a trip. These are usually registration fees, lodging, or airfare and can be paid through accounts payable or through the use of a City P-Card.
 - b. Cash Advance - Advanced payments may be requested for estimated expenses for travel. Requests for advance payments, with an itemized list of estimated expenses, shall be submitted on the Travel Authority and Expense Request form to the Finance Department at least seven (7) days prior to the event and must be approved by the Department Head, Director of Finance & Management Services and City Manager or the City Council for advance payment request from elected officials. Funds will be released no more than seven (7) days prior to the event departure date. Travel advances will not be issued to employees to whom City P-Cards have been issued to. In addition, travel advances will not be issued for mileage or items that were purchased prior to attending the event.
 - c. Per Diem - For City Employees or Elected Officials electing per diem payment for meal expenses, the City shall reimburse at the fixed GSA Per Diem Rates on a meal-by-meal basis based upon the locality of travel. Receipts shall not be required for per diem reimbursement, provided that records pertaining to the time, place and official business purposes of the event or activity are submitted. City Employees or Elected Officials electing per diem reimbursement **shall not** incur meal expenses on City issued credit cards or seek actual cost reimbursement for meal expenses covered by per diem reimbursement. Payment of the fixed GSA Per Diem Rates shall be made after the event or activity has occurred and shall not be paid to City Employees in advance.
 - d. Reimbursement - occurs when the employee or Elected Official elects to pay for all travel related expenses first, and is reimbursed upon completion of the travel.
- (b) Upon return from the event, all expenses incurred will need to be accounted for by completing the bottom portion of the Travel Authority & Expense Request and return the unused portion of the cash advance within seven (7) working days.
- (c) If a trip was cancelled, all advance travel payments shall be returned to the City immediately after the employee receives a notice of cancellation.
- (d) The employee will be reimbursed the difference if the actual, authorized expenses incurred exceed the amount advanced consistent with the guidelines set forth in this policy

Procedure:

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The following are step-by-step instructions for obtaining approval for travel requests.

Action/Responsibility: Department Travel Coordinator

- (a) In as far in advance as possible but at least thirty (30) days prior to the date of departure, prepare Part 1 of the Travel Request & Expense Request form to include the following:
 - a. Details of travel: attach registration form or flyer describing the event showing location, dates, times, costs, etc.
 - b. For lodging requests, attach supporting documentation related to the group rate or government rate when offered and the Per Diem Rate for the locality of travel.
 - c. Obtain approval:
 - i. For Local Travel (within a radius of seventy-five [75] miles from the employee's regular work site), approval from employee's Department Head and Director of Finance & Management Services.
 - ii. For Out-of-Town Travel (Travel over seventy-five [75] miles from employee's regular work site within the State of California), approval from employee's Department Head and Director of Finance & Management Services.
 - iii. For Out-of-State Travel, approval from employee's Department Head, Director of Finance & Management Services, and the City Manager.
 - iv. Out-of-Country Travel, approval from employee's Department Head, Director of Finance & Management Services, the City Manager, and City Council.
 - v. Any travel for Elected Officials, in or out-of-state, regardless of distance, will require approval from City Council Director of Finance & Management Services
- (b) After approval, the responsible travel coordinator should make the arrangements for the trip payable to the traveler or service provider for:
 - a. Transportation
 - b. Lodging
 - c. Registration / Tuition fee
 - d. Meals
 - e. Other expenses covered by this Policy

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Action/Responsibility: Department Head

- (a) Assign a designated employee to function as the Department Travel Coordinator to maintain travel request documents and to coordinate advance payment and/or reimbursement of employees' travel expenditures with Accounts Payable.
- (b) Receive travel documents from Department Travel Coordinator and review forms for completeness and accuracy.
- (c) Approve or deny local travel requests.

Action/Responsibility: Finance Department

- (a) Review all travel forms/documents for completeness and compliance with this policy and inform Department of non-compliance issues.
- (b) Process employees' travel expenditures in accordance with this policy.

Verification

The following are step-by-step instructions for verification of travel expenses.

Action/Responsibility: Employee

Within seven (7) working days of return date to work:

- (a) If less money than the travel advance was spent, submit the unspent funds made payable to the City of San Bernardino and provide to Department Travel Coordinator with the original receipts.
- (b) If more money than the travel advance was spent, submit the receipt for the expense along with an explanation to the Department Travel Coordinator. Subject to the guidelines set forth in this policy, the difference may be reimbursed upon approval

Action/Responsibility: Department's Travel Coordinator

- (a) Attach all original receipts to the original Travel Authority & Expense Request form. Complete Part 2 of the form and submit to the employees' Department Head and Director of Finance & Management Services for review and approval, or for elected Officials, submit to Director of Finance & Management Services.

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CITY OF SAN BERNARDINO TRAVEL AUTHORITY & EXPENSE REQUEST

Part 1. Travel			
Name & Title of Requestor		Department	Date of Request
Destination City	Dates		Purpose of Travel
Destination Hotel:			Post Approved Yes (Plan) / No
Hotel Government Rate: \$ N/A: Reason:	Hotel Group Rate: \$ N/A: Reason:	Hotel Per Diem Rate: \$	
<i>Please attach the government rate, group rate, and/or the Per Diem Rate as applicable to this form.</i>			
Comments:			
Signature of Requestor:		Estimate Cost of Trip: \$	
Date:		Advance Money Requested: \$	
Office Phone:		Account number:	
Indicate if travel was included in the Department Budget Yes No			
APPROVED (Department Head Signature):			
FUNDS AVAILABLE (Director of Finance & Management Services Signature):			
APPROVED (City Manager/City Council Signature):			
Part 2. Expense			
EXPENSE CATEGORIES:		Paid by City	Paid by Traveler
Transportation: Air City Car Private Car (Mileage)		\$	\$
Garage and/or Parking		\$	\$
Lodging		\$	\$
Registration Fees		\$	\$
Meals		\$	\$
Other		\$	\$
Other		\$	\$
TOTAL EXPENSE		\$	\$
Amount Paid by Traveler	\$		

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Cash Advance – Check No:	\$	I hereby certify that this is a true correct statement of expenditures.
Balance Due to Traveler/City	\$	
Receipt or Check No:		Traveler Signature
		APPROVED (Department Head Signature)
		APPROVED (Director of Finance & Management Services Signature)