

ATTACHMENT #1

CITY OF SAN JOSE, CALIFORNIA DRAFT REVISED CITY COUNCIL POLICY NO. 9-5 "TRAVEL POLICY FOR MAYOR, CITY COUNCIL, COUNCIL APPOINTEES AND CERTAIN COMMISSIONS"

BACKGROUND

Council policy to regulate official travel by elected and appointed City officials was first established by Council action on October 10, 1972. The Policy was amended a number of times over the years, but no substantial changes have been made since 1997.

PURPOSE

To establish City policy and prescribe guidelines applicable to official travel by elected City officials and their staff, Council appointed City officials and members of San José's Boards and Commissions, with the exception of members of the City's two Retirement Boards.

SCOPE

This policy Statement and travel guidelines apply to the Mayor, to Members of the City Council, to unclassified staff of the Mayor and Council, Council Appointees, to members of the City's Planning Commission, Civil Service Commission and Elections Commission (hereinafter referred to as "Commissions").¹ Travel by City Officials and employees other than those specified under this Policy Statement shall be administered and regulated by the City Manager pursuant to the City's Policy Manual Section 1.8.2. (hereinafter referred to as the "Employee Travel Policy"). This policy also addresses funding sources for official travel by elected City officials.

1. **Public Purpose:** Travel by City officers and employees is an appropriate activity and expense when performed for a public purpose. Requests for travel shall be limited to events from which the City derives specific benefits through attendance of a City representative(s), and shall be supported, if needed, by travel brochures, official notifications or other documentation to help Council in considering the travel request.
2. **Expense Reimbursement:** The Mayor, the Mayor's staff, Council Members and their staff, members of Commissions and Council Appointees may be authorized to undertake official travel and be reimbursed by the City for all reasonable and necessary expenses incurred while traveling on City business, subject to the provisions and guidelines prescribed in this Policy Statement and

¹ With the exception of the City's two Retirement Boards (who have their own source of funding and travel policies), the travel of all other City Boards, Commissions and Committees established by the City Council are subject to the City Policy Manual Section 1.8.2 ("Employee Travel Policy")

in accordance with applicable provisions in Chapters 4.28 and 12.08 of the San José Municipal Code. For the Mayor and Council Members, Section 408 of the City Charter authorizes expenditure reimbursement for performance of their duties or functions of office.

3. **Official City Representative:** When travel to a conference, convention or other similar event is authorized and undertaken for municipal purposes, one or more Council Members or members of City Commissions shall be specifically designated by the City Council or Commission Chair to act as the official representatives of the City of San José.

Summary of Approval Requirements for Official Travel

1. **Travel Approval for Mayor, Council Members and Council Appointees:** Requests for travel approval, when required, must be submitted to the City Council far enough in advance that Council approval is obtained prior to the first day of travel (for exceptions, see item D, below.)

Any in-state or local official travel requires no separate approval, as long as funds are available in the Mayor's, Council Members' or Appointees' budget. Except as noted below, all out-of-state travel of an official nature, even if taken at no cost to the City, must be approved by the City Council.

- A. Council approval is not required for travel of Council Members made necessary by standing Council assignments. Travel taken under these conditions without Council approval should be limited to regularly scheduled or specially convened meetings of an official nature.
- B. The Council hereby approves all official travel for which funds are available for the Mayor, Council Members, and Council Appointees without separate approval required, to meetings of: The U. S. Conference of Mayors; National League of Cities and its Committees; League of California Cities and its Committees; and other committees to which appointment is made by the Mayor and/or City Council.
- C. The Council hereby approves all official travel for which funds are available for the Mayor, Council Members, and Council Appointees without separate approval required, in support of leadership positions of any international, national, state or regional association of governments endorsed by the Council.
- D. When insufficient time prevents obtaining Council approval, the Mayor, at his/her discretion, may travel to attend and represent the City in connection with matters of special interest to the City or may authorize any other Council Member to attend in his/her place. Following such travel, the Mayor shall submit to the City Council, an informational

memorandum describing the nature of the trip, the reason for the urgency, the anticipated cost and the source of funding.

- E. When considering approval of requested travel by members of the Council, the City Council shall ensure that California Open Meeting requirements (Brown Act) are not violated.
- 2. **Travel Approval for Commissions:** Travel by members of the City's Commissions which is out-of-state or exceeds one day in duration shall require City Council approval. These proposals will include anticipated costs and a funding source for the proposed travel. Any in-state or local official travel requires no separate approval, as long as funds are available in the Commission budget.
- 3. **Travel Approval for Council Staff:** The Mayor or Council Member will review and approve all local, in-state and out-of-state travel by their unclassified office staff members, provided funds are available within the Mayor or Council Member's own Office Budget. Travel by classified civil service staff shall be governed by the Employee Travel Policy.

Travel Guidelines

- 1. Travel and related expenses may constitute a gift prohibited by Chapter 12.08 of the San José Municipal Code unless authorized by the City Council. This policy shall be interpreted in accordance with the Municipal Code. Any request for Council approval of travel which would constitute a prohibited gift in the absence of Council approval shall be supported by travel brochures, official notifications or other documentation to help Council in considering the travel request.
- 2. Every effort should be made to choose the lowest cost for all modes of transportation, lodging and parking.
- 3. When traveling on official City business by scheduled air carrier, use of San José Mineta International Airport as the origin and destination point shall be mandatory unless:
 - A. Scheduled air carrier service to or from the destination is not available from San José Mineta International Airport; or
 - B. There is more than a one and one-half hour scheduled layover at any intermediate airport before reaching the final destination from flights arriving or departing from San José compared to flights arriving or departing from other Bay Area airports.

- C. The total cost of travel to or from Norman Y. Mineta San Jose International Airport exceeds the cost of travel to or from an alternative airport. In determining whether to approve the use of an alternate airport, consideration should be given to all costs associated with travel to and from such airport.
 - D. If for City business reasons, an employee is not in San Jose and is closer to an alternate airport.
- 4. When two or more City officials, Mayor/Council Office staff or members of a City Commission are authorized to attend the same event and ground transportation is to be utilized during any portion of travel, they are encouraged to coordinate travel arrangements to maximize the use of ground transportation in order to minimize the expense to the City.
 - 5. The Mayor, Council Members, their staff, members of the public that serve on a City Commission, and Council Appointees may be asked to submit or present to Council a report on the results of their travel within fifteen working days of their return to San José. Said reports are required if the Mayor/Council Travel Budget has been used for the travel. The report may include, but in no way be limited to:
 - A. A listing of any workshops, seminars, presentations, speeches or other sessions attended with descriptions of information gathered;
 - B. A listing of any presentations made with a description of information presented;
 - C. A listing of individuals or groups with whom the Council Member or Mayor met while traveling including subjects addressed at the meeting and any outcome of the meeting.
 - 6. The Mayor, Council Members, their staff, members of Commissions and Council Appointees should attempt to reduce the environmental impact of their travel by following reasonable guidelines as set forth in the Employee Travel Policy.
 - 7. When using a City Procurement Card to pay for travel-related expenditures, the Mayor, Council Members, their staff, and Council Appointees shall follow City Policy Manual Section 5.1.2 ("City Procurement Cards").

Funding of Council Travel Activities

The Mayor, Council Members' and their staff's travel activities for public purposes which are beneficial to the City may take many forms. Travel proposals which require Council approval will include justification and identify the funding source. The list below gives criteria for deciding which type of Council travel activity should be funded from what source.

Non-City funds: Non-City funds, e.g., personal, Officeholder or other outside funds, are always a funding alternative, provided they adhere to the gift regulations of the San José Municipal Code, City Council Policy and the requirements of the Political Reform Act (Government Code Sections 81000 et seq.).

1. **Mayor's Office Budget:** All Mayor's travel and Mayor's staff travel is to be paid from the Mayor's Office Budget, with the exception of travel that meets the criteria for the Mayor/Council Travel Fund, if so requested. If travel is requested by the Administration, then funding may be from the budget of the Office of Economic Development or the appropriate department.
2. **Council Office Budgets,** subject to the availability of funds as appropriated each year:
 - A. International Travel (Economic Development Budget if so requested by Administration) and all Conferences where a Council Member is a delegate, presenter, participant or attendee except for Annual Conferences of the League of California Cities and the National League of Cities.
 - B. Leadership position or membership on any local or regional organization or committee.
 - C. All Council Staff travel.
3. **Mayor/Council Travel Budget,** subject to the availability of funds as appropriated each year:
 - A. The annual City-to-City trip jointly sponsored by the San José/Silicon Valley Chamber of Commerce, San José State University and the City of San José;
 - B. Trips to advocate for priority legislation when appointed by Council to represent the City's position;
 - C. Trips to represent the City on Boards and Committees of the League of California Cities, the National League of Cities or the U.S. Conference of Mayors when appointed by the Council or otherwise officially appointed to serve on such boards or committees.

The Mayor will make a recommendation regarding the amount to be budgeted for the Mayor/Council Travel Budget each year during the annual budget process.

Procedure for Obtaining Travel Approval

The following procedures apply to travel by elected City officials and their authorized staff members, and appointed City officials. Council Appointees proposing out-of-state travel shall submit their request to the City Council and shall include justification for the travel, expected cost and source of funding.

Those Council Members proposing to use the Mayor/Council Travel Budget shall submit their travel proposals, including justification, to the City Council for approval. The following guidelines should be used by the Council when reviewing travel requests proposing to use the Mayor/Council Travel Budget:

1. Travel is consistent with current adopted budget and/or legislative priorities, or
2. Clear monetary benefit is evident, i.e., testifying regarding legislation that could have an impact on the City's revenues, as well as legislation that may enhance the City's fiscal integrity, or
3. Revenue enhancement opportunity is clearly attainable, or
4. Travel is related to the Mayor or Council Members' roles or duties, i.e., Standing Committee assignment, liaison assignment, task force assignment, economic development, etc.

For those proposals requesting Mayor/Council Travel Budget funding, the City Clerk's Office will submit a statement with the travel request of how much uncommitted Mayor/Council Travel budget remains and how much year-to-date each trip has cost. If there are multiple requests to testify/lobby on the same issue, justification must be given for the appropriate number needed to testify.

Procedures for Obtaining Reimbursement and Documenting Expenses

Reimbursement for actual expenses incurred in travel, which meet the conditions defined in this Policy Statement, shall be granted upon submission of a Statement of Travel Expenses to the Director of Finance within fifteen working days of return. Reimbursement procedure is subject to current City policy. Receipts for expenses must be included:

1. Transportation (public carrier) and parking
2. Hotel expenses including parking, housekeeping, resort, reasonable tips, or other fees. Generally, reimbursement for hotel rooms shall be limited to single-room accommodations. The Mayor shall be authorized one-bedroom suite accommodations whenever deemed necessary for the benefit of the City.
3. Event registration

4. Meals, if not already provided as part of event registration, excluding alcoholic beverages
5. Other reasonable and necessary expenses, e.g., car rental, business- related communications, mileage reimbursement for those not receiving a vehicle allowance, etc.
6. Travel-related fees for cancellation, rescheduling, etc. when changes are made necessary by City business
7. Personal phone calls up to \$10 per day with proper documentation (i.e. hotel statement showing phone usage).

Travel expenses not generally considered reasonable and necessary shall not be reimbursable. These include, but are not limited to:

1. Fines for traffic violations
2. Dry cleaning and laundry expenses ²
3. Non-business transportation expenses
4. Expenses for spouses, other family members or unauthorized guests
5. Non-business related communications, including internet fees (with the exclusion of #7 above),
6. Entertainment expenses, spa or exercise fees

Payment Methods

Payment for travel by Commission members, or Council Appointees is subject to the same procedures as travel by the Mayor and Council Members. Any reimbursement requests shall be documented by receipts and submittal of the Statement of Travel Expenses form to the Director of Finance within fifteen working days of return and must meet the criteria listed above.

Attachments: Exhibit 1 – Travel Matrix for Mayor/Council
 Exhibit 2 – Travel Matrix for Council Appointees
 Exhibit 3 – Travel Matrix for Commissions

² In rare circumstances of an extended business trip over 7 calendar days and where the employee is required to conduct City business in excess of 5 days, reasonable laundry expenses may be reimbursed for necessary business wear. If the business trip extends over 7 days due to personal extension, no laundry services or dry cleaning expenses will be reimbursed.

MATRIX OF TRAVEL APPROVAL REQUIREMENTS
FOR OFFICIAL TRAVEL BY
MAYOR AND CITY COUNCIL MEMBERS *

	Mayor/Council Member approves travel	City Council approves the travel
In-state travel using District budget or Mayor's Office budget	●	
Out-of-state travel using District budget or Mayor's Office budget		●
International travel using District budget or Mayor's Office budget		●
In-state travel, out-of-state travel, or international travel using travel using another department's budget, another govt entity budget or other outside non-City funds donated as a gift to the City		●
Any travel using the Mayor/Council Travel Budget		●
Any official travel using funds donated as a gift to the City		●
Any travel when appointed by Council to represent the City to advocate for legislation		●
Travel on the annual City-to-City trip sponsored by SJSU & Chamber of Commerce		●
Any travel when officially appt'd to LCC, NLC or US Conf. of Mayors Committees		●
LCC, NLC or US Conference of Mayors conference using District or Mayor's budget**		●

* Official travel by Council Assistants or Mayor's Assistants is approved by the Council Member or Mayor.

** If an NLC or US Conference of Mayors meeting/conference is out-of-state, separate City Council approval is not necessary.

MATRIX OF TRAVEL APPROVAL REQUIREMENTS
FOR OFFICIAL TRAVEL BY
COUNCIL APPOINTEES

	No Formal Approval Required	City Council approves the travel
In-state travel using Council Appointee's budget	●	
Out-of-state travel using Council Appointee's budget		●
International travel using Council Appointees budget		●
In-state travel, out-of-state travel, or international travel using another department's budget, another govt entity budget or other outside non-City funds donated as a gift to the City		●
Travel on the annual City-to-City trip sponsored by SJSU & Chamber of Commerce		●

MATRIX OF TRAVEL APPROVAL REQUIREMENTS
FOR OFFICIAL TRAVEL BY
CITY COMMISSIONS³

	No Formal Approval Required	City Council approves the travel
In-state travel using Council Appointee's budget	●	
Out-of-state travel using Council Appointee's budget		●
International travel using Council Appointees budget		●
In-state travel, out-of-state travel, or international travel using another department's budget, another govt entity budget or other outside non-City funds donated as a gift to the City		●

³ City Commissions are defined as the City's Planning Commission, Civil Service Commission and Elections Commission. Travel by all other City Boards, Commissions and Committees is governed by City Policy Manual Section 1.8.2 ("Employee Travel Policy").

ATTACHMENT #2

Date Adopted:8/8/06

CITY OF SAN JOSE, CALIFORNIA

CITY COUNCIL POLICY NO. 9-5

TRAVEL BY ELECTED AND APPOINTED CITY OFFICIALS

BACKGROUND

Council policy to regulate official travel by elected and appointed City officials was established by Council action on October 10, 1972. Subsequently, at the Council Meeting of June 3, 1980, Council directed that this Policy Statement be reviewed and amended as necessary to accommodate the anticipated increase in Council membership resulting from establishment of Council Districts and the changed economic conditions affecting the City which have transpired since this statement was first ordained. On October 7, 1980 Council directed that the revised Policy include reference to applicable portions of Ordinance No. 20366. In 1989 the Policy was amended to add several changes, including the reimbursement of child care expenses, and to make it clearer and more concise. On September 16, 1997, the Policy was amended to address travel by Mayoral and Council unclassified or contractual staff. There have been other changes from time to time, but no changes were made to the Policy between September 16, 1997 and August 8, 2006. The changes made to the Policy on August 8, 2006 were as follows: (1) to provide that only the City Council may designate one or more Council Members or members of Boards or Commission to act as the official representative of the City; and (2) to require that all out-of-state travel of an official nature by the Mayor, even if taken at no expense to the City, must be approved by the Council.

PURPOSE

To establish City policy and prescribe guidelines applicable to official travel by elected City officials and their staff, and appointed City officials.

SCOPE

This policy Statement and travel guidelines apply to the Mayor, to Members of the Council, to staff of the Mayor and Council Members, to active members of Boards and Commissions and Committees established by Charter or created by Council, and to Council Appointees. Travel by City Officials and employees other than those specified under this Policy Statement shall be administered and regulated by the City Manager pursuant to the City's Policy Manual, Section 1.8.2.

1. **Public Purpose:** Travel by City officers and employees is an appropriate activity and expense when performed for a public purpose. Requests for travel shall be limited to events from which the City derives specific benefits through attendance of a City representative(s), and shall be supported, if needed, by travel brochures, official notifications or other documentation to help Council in considering the travel request.
2. **Expense Reimbursement:** The Mayor, the Mayor's staff, Council Members and their staff, members of City Boards, Commissions and Committees and Council Appointees may be authorized to undertake official travel and be reimbursed by the City for all reasonable and necessary expenses incurred while traveling on City business, subject to the provisions and guidelines prescribed in this Policy Statement and in accordance with applicable provisions in Chapters 4.28 and 12.08 of the San José Municipal Code.
3. **Child Care Reimbursement**
 - A. Where in-state or out-of-state travel creates the need for child care, the City will reimburse child care expenses. Expenses may be incurred locally or at the point of destination.
 - B. The reimbursement maximum may not exceed \$5.00 per hour, per child. The total daily maximum is \$80.00 unless special circumstances, e.g., more than one child, dictate otherwise.
 - C. The claim for reimbursement must be supported by signed child care provider receipts, which should be submitted with the completed Statement of Travel Expenses.
 - D. Reimbursement will likely be treated as income by the Internal Revenue Service. The City will not withhold any taxes from the reimbursement.
 - E. The reimbursement maximum may be increased annually, based on the San José Consumer Price Index (CPI) beginning July 1, 1991. The Child Care Coordinator shall advise the City Clerk of annual changes to the reimbursement maximum. The City Clerk will amend the Council Policy Manual as necessary.
4. **Official City Representative:** When travel to a conference, convention or other similar event is authorized and undertaken for municipal purposes, one or more Council Members or members of City Boards, Commissions and Committees shall be specifically designated by the City Council or Board/Commission/Committee Chair to act as the official representatives of the City of San José.

5. **Travel Approval:** Except as noted below, all out-of-state travel of an official nature, even if taken at no expense to the City, must be approved by Council.
 - A. Council approval is not required for travel of Council Members made necessary by standing Council assignments. Travel taken under these conditions without Council approval should be limited to regularly scheduled or specially convened meetings of an official nature. The Mayor and Council Offices should be notified of impending or anticipated travel which is not being submitted for Council approval under this provision.
 - B. Less than a quorum shall usually be the maximum number of Council Members to receive approval for travel at any one time. When a quorum or more of Council Members are requesting approval for travel at the same time, the requests shall be considered together as a group and Council Meetings shall be canceled if necessary as a result of such approvals.
 - C. The Council hereby approves all official travel for which funds are budgeted for the Council Members, and Council Appointees, without separate approval required for Council Members, to meetings of: The U.S. Conference of Mayors; National League of Cities and its Committees; League of California Cities and its Committees; and other committees to which appointment is made by the Mayor and/or Council. Council approval is required for all official travel by the Mayor.
 - D. Notwithstanding other provisions contained in this Policy Statement, the Mayor may recommend and Council shall consider revocation or disapproval of travel by Council Members if necessary in order to assure that a quorum is present at regularly scheduled Council Meetings.
6. **Board, Commission and Committee Members:** Travel by members of City Boards, Commissions and Committees which is out-of-state or exceeds one day in duration shall require Council approval. This approval will take place via the annual budget process. Proposed local, in-state and out-of-state travel should be identified and separately budgeted in the annual budget document by the City department responsible for the Board, Commission or Committee. Travel proposals which arise after the adoption of the budget shall be submitted to the Rules Committee prior to submittal to the City Council. These proposals will include a funding source for the proposed travel.
7. **Council Staff Travel:** The Mayor or Council Member will review and approve all local, in-state and out-of-state travel by their office staff, whether such assistant is a member of the unclassified civil service or a contract employee, provided funds have been budgeted within the Mayor or Council Member's own Office Budget.

8. **Funding of Council Travel Activities:** The Mayor and Council Members' and their staff's travel activities for public purposes which are beneficial to the City may take many forms. The list below gives criteria for deciding which type of Council travel activity should be funded from what source.

Funding Alternatives :

- A. **Non-City funds:** Non-City funds, e.g., personal or contributed funds, are always a funding alternative. The use of contributed funds requires a Council Resolution.
- B. **Mayor's Office Budget:** All Mayor's travel and Mayor's staff travel. If activity is requested by the Administration - Manager, Department or Office of Economic Development Budget.
- C. **Council Office Budgets:**
- (1) International Travel (Economic Development Budget if so requested by Administration) and all Conferences where Council Member is a delegate, presenter, participant or attendee except for Annual Conferences of the League of California Cities and the National League of Cities.
 - (2) Leadership position or membership on any local or regional organization or committee.
 - (3) All Council Staff travel, except as noted under Council General below.
- D. **Council General Budget,** subject to the availability of funds as allocated by the Finance Committee each year.
- (1) Leadership position (Officer, Steering Committee, Executive Board, Policy Committee) of any international, national or state association of governments.
 - (2) Testifying/Lobbying at state or federal level (Department or Manager's Office budgets if so requested by Administration for a specific project.)
 - (3) Other international, national or state organizations as specifically approved by the Rules Committee.
 - (4) Mayor and Council staff support of leadership position in an organization eligible for Council General funding.

9. The Mayor and Council Members will establish their Office travel budget with information/schedules currently available for the upcoming fiscal year during the annual budget process. The Finance Committee will make recommendations regarding the amount to be budgeted for Council General travel during the normal budget cycle and forward those recommendations to the Mayor for inclusion in the annual budget process.
10. Travel proposals which require Council approval will include justification and identify the funding source if other than the Office Budget of the Mayor or Council Member. Those members proposing to use Council General Funds shall submit their travel proposal, including justification, to the Rules Committee for approval. The following guidelines should be used by the Rules Committee when reviewing travel requests proposing to use Council General monies:
 - A. Travel is consistent with current adopted budget priorities.
 - B. Travel is consistent with current adopted legislative priorities.
 - C. Clear monetary benefit must be evident, i.e., testifying regarding legislation that could have an impact on the City's revenues (i.e., SB 2557), as well as legislation that may enhance the City's fiscal integrity.
 - D. Revenue enhancement opportunity clearly attainable.
 - E. Travel must be related to the Mayor or Council Members' roles or duties, i.e., Standing Committee assignment, liaison assignment, task force assignment, etc.
 - F. If there are multiple requests to testify/lobby on the same issue, justification must be given for the appropriate number needed to testify.
 - G. Discretion given to the Rules Committee to safeguard that all available Council General monies for a given fiscal year not be spent on one trip or by any one Council Member.

For those proposals asking for Council General funding, the City Clerk's Office will add a statement of how much uncommitted Council General travel budget remains and how much year-to-date each Member has used of the Council General travel budget.

11. **Accountability and Authority:** The Council is the responsible authority.
12. **Procedures:** The following procedures apply to travel by elected City officials and their staff, and appointed City officials.

- A. An advance of funds for anticipated travel expenses shall be granted upon submission of a "Request for Advance of Funds" to the Director of Finance.
- B. Reimbursement for actual expenses incurred in travel, which meet the conditions defined in this Policy Statement shall be granted upon submission of a Statement of Travel Expenses to the Director of Finance within fifteen working days of return. Receipts for the following expenses must be included:
 - (1) Transportation (public carrier)
 - (2) Hotel
 - (3) Registration
 - (4) Meals
 - (5) Child Care
 - (6) Other reasonable and necessary expenses, e.g., car rental when necessary.
- C. Generally, reimbursement for hotel rooms shall be limited to single-room accommodations. The Mayor shall be authorized one-bedroom suite accommodations whenever deemed necessary for the benefit of the City.
- D. Travel expenses not generally considered reasonable and necessary shall not be reimbursable. These include, but are not limited to:
 - (1) Fines for traffic violations
 - (2) Dry cleaning and laundry expenses
 - (3) Non-business transportation expenses
 - (4) Expenses for spouses, other family members or unauthorized guests
 - (5) Non-business related telephone calls
 - (6) Entertainment expenses, unless the entertainment serves a municipal purpose.

- E. Travel and related expenses may constitute a gift prohibited by Chapter 12.08 of the San José Municipal Code unless authorized by a majority of the Council. This policy shall be interpreted in accordance with said chapter of the Municipal Code. Any request for Council approval of travel which would constitute a prohibited gift in the absence of Council approval shall be supported by travel brochures, official notifications or other documentation to help Council in considering the travel request.

- F. When traveling on official City business by scheduled air carrier, use of the San José International Airport as the origin and destination point shall be mandatory unless:
 - (1) Scheduled air carrier service to or from the destination is not available from San José International Airport; or
 - (2) There is more than a one and one-half hour scheduled layover at any intermediate airport before reaching the final destination from flights arriving or departing from San José International Airport compared to flights arriving or departing from other Bay Area airports.

- G. The Mayor, Council Members, their staff, members of Boards, Commissions and Committees and Council Appointees may be asked to submit or present to Council a report on the results of their travel within fifteen working days of their return to San José. When funding is allocated from the Council General Fund, the Mayor and Council Members are required to submit or present to Council a report on the results of their travel within fifteen working days of their return to San José.

The report may include, but in no way be limited to:

- (1) A listing of any workshops, seminars, presentations, speeches or other sessions attended with descriptions of information gathered;
- (2) A listing of any presentations made with a description of information presented;
- (3) A listing of individuals or groups with whom the Council Member or Mayor met while traveling including subjects addressed at the meeting and any outcome of the meeting.

Employee Travel

Section 1.8.2

1. PURPOSE

To provide guidelines for authorization of travel and payment of travel expenses for City of San Jose employees.

1.1 Definition

For purposes of this chapter, **employee** is defined to include any full-time or part-time official or employee of:

- 1.1.1 The City of San Jose (excluding City Council members, Council Appointees, members of the Federated Retirement Board, Police and Fire Retirement Board). This Policy shall also apply to employees appointed by Council Appointees other than the City Manager. Council Appointees shall have the responsibility to approve travel for such employees in accordance with the guidelines in this Policy.
- 1.1.2 Authorization for travel is limited to conferences, trainings, conventions, and other functions from which the City derives a specific benefit through attendance by the employee. Only that travel which serves a municipal purpose and is necessary and advantageous to the City of San Jose is to be approved.
- 1.1.3 Any agency which exists as an official City entity and which is administered by the City as result of Council Action.
- 1.1.4 Any other agency which is duly authorized to act for or on behalf of the City of San Jose for specified periods of time, but only for or during such specified time periods.

2. GENERAL POLICY

- 2.1 Department Directors shall be responsible for all travel expenses and shall exercise due diligence to ensure that these expenses are necessary for the conduct of City business, and are within budgetary limits.
- 2.2 Employees shall be reimbursed for the most direct route of travel, coach airfare, and/or the lowest cost for all other modes of transportation.
- 2.3 Employees shall be reimbursed for the single room rate lodging unless lodging is shared by another City employee. If the room is shared by another City employee, the City's reimbursement rate shall be based on the rate charged for the number of employees occupying the room. The City will not reimburse an employee for additional room charges resulting from a non-City employee sharing a room with a City employee.
- 2.4 Any additional costs resulting from an employee taking a companion on City travel, shall not be reimbursed or paid by the City.

Employee Travel

Section 1.8.2

3. ENVIRONMENTALLY PREFERABLE TRAVEL REQUIREMENTS

City employees should attempt to reduce the environmental impact of their travel. Transportation should be by common carrier whenever appropriate; City, personal or rental vehicles should be the most fuel efficient and lowest emission models available that are suitable for the purpose (employees with assigned vehicles, especially trucks, should look for alternatives for anything but the shortest trips); City employees should carpool with others attending the same event and should consider the use of taxis rather than rental cars. Lodging should be evaluated to minimize unnecessary travel at the destination and to reduce the impacts of the lodging itself. Before completing a Travel Request, employees should visit the City's Environmentally Preferable Procurement site at <http://www.sanjoseca.gov/esd/natural-energy-resources/epp-citywide.htm> to review updated travel recommendations and requirements. Before selecting a hotel, employees should determine whether a "green hotel" would be suitable. While at the hotel or any conference site, employees should comply with any voluntary conservation practices. When traveling by automobile, employees should confirm that their tires are properly inflated to the recommended pressure and observe the posted speed limits to conserve gasoline.

4. DEFINITIONS OF TRAVEL

Local Travel:	Travel within the State of California and within sixty (60) miles from City Hall that does not require airfare and/or an overnight stay.
In-State Travel:	Travel within the State of California that is beyond sixty (60) miles from City Hall and/or requires airfare and/or an overnight stay.
Out-of-State Travel:	Any travel outside of the State of California or international travel.
Emergency Travel:	Travel by Police Department personnel in-state or out-of-state which must be undertaken on such short notice that normal travel processing in accordance with this section is not possible.

5. RESPONSIBILITY FOR APPROVAL OF TRAVEL

5.1 Local Travel

Department Directors are responsible for approving local travel provided budgetary funds are available for such travel. If there are any expenses incurred or expected beyond mileage reimbursement, a completed Travel Request Form shall be submitted to the Department Director to facilitate timely processing of travel advances and or related expenses through the Finance Department.

5.2 In-State Travel

Department Directors are responsible for approving In-State Travel. A completed Travel Request Form shall be submitted to the Department Director and the Finance Department at least two weeks prior to the deadline for any refunds, credits on reservations or other related expenses.

Employee Travel**Section 1.8.2****5.3 Out-of-State Travel**

Department Directors are responsible for recommending Out-of-State travel and approving the Travel Request for the related expenses for the employee. The City Manager/designee, or Council Appointee/designee will approve all Out-of-State travel, including travel that is funded by non-City organizations or agencies. The exception is "Emergency Travel" by Police Department personnel, see section 5.4 below.

A completed Travel Request Form shall be submitted to the City Manager's Office at least two weeks prior to the deadline for processing any refunds or credits on reservations.

For Out-of-State and/or international travel, no more than three (3) employees per department may travel to the same destination for the same purpose without prior approval of the City Manager.

5.4 Emergency Travel

The Chief of Police or his duly authorized representative may authorize emergency in-state or out-of-state travel by Police Department personnel in the following cases:

5.4.1 For lawful extradition of felons wanted by the City of San Jose where immediate departure by authorized City personnel is required.

5.4.2 For investigative travel, where such travel requires immediate departure by authorized Police Department personnel.

6. GENERAL CONDITIONS**6.1 Travel Time**

For non-exempt (hourly) employees, required travel time on workdays during normal working hours will be counted as time worked. Generally, travel time on City business is limited to the actual dates of a function plus reasonable travel time not to exceed a maximum of twenty-four (24) hours before and/or after the function. Reasonableness will be determined by the Director of Finance.

No overtime will be provided for travel time, other than that mandated by the Federal Fair Labor Standards Act ("FLSA") requirements and/or approved Memorandums of Understanding / Agreement (MOA). Departments must be aware of the FLSA and MOA requirements when arranging for all employee travel for non-exempt (hourly) employees. Travel related overtime in connection with travel on City business when required above, requires authorization from the Department Director as part of the Travel Request. Please contact the Office of Employee Relations for further information regarding these requirements.

In no event shall the City pay for any additional costs related to the extension of stay. Upon prior approval by the Department Director, the duration of the stay may be extended beyond what is required for business purposes. Such time must be charged to an available leave balance such as vacation, executive leave, personal leave, or compensatory time for the individual employee. If the extended stay requires the use of the employee's leave balances, the usage of these leave balances must be pre-approved by the employee's supervisor.

Employee Travel**Section 1.8.2****6.2 Travel Expenses**

Where two or more employees are authorized to attend the same event and ground transportation is to be utilized during any portion of travel, the department shall coordinate travel arrangements to maximize the use of such ground transportation by the employees involved in order to minimize the expense to the City. Refusal by employees involved to coordinate travel arrangements may be the basis for non-payment of transportation reimbursement. Payment for the use of any particular mode of transportation is determined by the Director of Finance based on the least total cost to the City.

Payment for travel expenses is limited as follows:

6.2.1 Private Vehicle

- 6.2.1.1 When an employee uses their private vehicle for transportation to and from a point of destination, payment is at the City's mileage reimbursement rate. (See [City Policy Manual section 1.8.3, Private Vehicle Mileage Reimbursement Policy](#))
- 6.2.1.2 When an employee uses their private vehicle for transportation to and from scheduled carrier services (airport, etc.) or for intra-City transportation, payment is at the City mileage reimbursement rate. (See [City Policy Manual section 1.8.3, Private Vehicle Mileage Reimbursement Policy](#))
- 6.2.1.3 When, for personal reasons, an employee elects to travel by private vehicle to and from a point of destination rather than flying, the employee will be reimbursed for the least expensive mode of transportation. Employees shall provide documentation for the lowest cost of public transportation along with the Travel Request. In addition, parking and taxis may be reimbursed if these expenses would have been provided as reimbursements if the employee had used public transportation and the expenses would be reimbursed in other sections of this policy.

6.2.2 Scheduled Carrier Service

Employees shall fly coach class on the lowest cost flight(s) available. Any additional cost incurred for deviation from the most direct route will not be reimbursed unless incurred for the benefit of the City, as determined by the Director of Finance. The City will pay only the most direct route necessary to accomplish the purpose of the City travel. Any additional costs because of a route change for the convenience of the employee will be paid by the employee. Employees that choose to use their personal frequent flyer miles for City business shall not be reimbursed for the value of the tickets.

6.2.3 All Other Modes of Transportation

Employees shall choose the lowest cost for all other modes of transportation.

6.2.4 Rental Cars

Rental cars are only allowed for business reasons (i.e.: travel to and from a hotel and a conference) and with prior approval by the Department Director and/or the City Manager/designee, or Council Appointee/designee. If a rental car is approved, it is the employee's responsibility to reduce the total cost of car rental by reducing optional costs

Employee Travel**Section 1.8.2**

related to appropriate size for number of employees using the car, other vehicle options, and re-fueling the rental car prior to returning the rental car, if additional charges will apply for re-fueling.

6.2.5 Meals Provided at Event

When meals are provided as part of the cost of an event, employees will not be reimbursed per diem or for actual expenses for the same meals. In exceptional cases, where the employees can justify a legitimate business reason to not partake of the provided meal, the employee may submit written justification as to why he or she should be reimbursed for the cost of a separate meal. The Director of Finance shall decide if reimbursement is appropriate on a case by case basis.

6.2.6 Incidental Expenses

Incidental expenses include reasonable fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries, transportation between places of lodging or business and places where meals are taken if suitable meals cannot be obtained at the temporary duty site, and mailing costs associated with filing travel vouchers. Itemized receipts are not required to be submitted when using the applicable per diem rate for reimbursement of meals and incidental expenses.

Reimbursement requests for actual incidental expenses require an itemized list of the incidental expenses. The request for reimbursement of incidental expenses must include a listing of the date, type of expense, and expense amount. The maximum amount of reimbursement shall be 150% of the standard CONUS (Continental United States) per diem rate for Incidentals, established by the United States General Services Administration. Please refer to Section 7.1.3.

6.2.7 Personal Phone Calls

The City will reimburse employees for personal phone calls up to \$10 per day with proper documentation (i.e. hotel statement showing phone usage).

6.2.8 Parking

Actual costs will be reimbursed when supported by itemized receipts. Staff should use lowest cost alternative for parking within a reasonable area from destination.

6.2.9 Alcoholic Beverages

Under no circumstances will expenses for alcoholic beverages be reimbursed by the City except as specified below.

6.2.9.1 Reimbursement or Expenditures for Alcoholic Beverages Exceptions

Purchases of alcoholic beverages may be expended or reimbursed for very limited economic development functions and events only with the prior approval of the City Manager. A Department or Office Director requesting an expenditure or reimbursement for the purchase of alcoholic beverages for a City sponsored event shall send a memorandum to the City Manager, prior to the purchase of any alcoholic beverages, explaining why the purchase of said beverages is appropriate

Employee Travel**Section 1.8.2**

and necessary for a specific event. Payment for expenditures or reimbursement for the purchase of alcoholic beverages will not be made without prior written approval from the City Manager.

Notwithstanding these exceptions, all City employees must comply with the Substance Abuse Program & Policy (City Policy Manual Section 1.4.2 or as included in the applicable MOA) and the Alcohol Use at City Facilities Policy (City Policy Manual Section 1.4.4).

6.2.10 Personal Expenses

Personal expenses such as in-room movies or other entertainment costs such as games, etc are not eligible for reimbursement.

6.2.11 Excess Baggage Charges

Excess baggage charges are generally not eligible for reimbursement. A valid business related justification must be provided for these charges with a valid airline receipt for the excess baggage charge for the day of employee travel.

6.2.12 Laundry and Dry Cleaning

Laundry services and Dry Cleaning are generally not eligible for reimbursement. In rare circumstances of an extended business trip over 7 calendar days and where the employee is required to conduct City business in excess of 5 days, reasonable laundry expenses may be reimbursed for necessary business wear. If the business trip extends over 7 days, due to personal extension (see section 6.1) no laundry services or dry cleaning expenses will be reimbursed. The Director of Finance or designee shall decide if reimbursement is appropriate on a case by case basis.

6.3 Cash Advances

If a cash advance is required, fill out the cash advance portion of the Travel Request Form and submit to the Finance Department at least fourteen (14) days prior to departure. Cash advances will be included in the employee's paycheck prior to departure date when the Travel Request Form is submitted to the Finance Department at least fourteen (14) days in advance of travel. Cash advances will not be provided if the Travel Request Form is submitted less than fourteen (14) days in advance of travel. Petty Cash may not be used to advance funds for travel.

Requesting and receiving a cash advance provides the City authorization to deduct the amount of the advance from the employee's wages if a Statement of Travel Expenses is not received by the Finance Department within fourteen (14) days of return.

If the advance is less than actual expenses, submit the approved Statement of Travel Expenses to the Finance Department for reimbursement within 14 days of return from travel. Reimbursement will be included in the employee's next paycheck after verification and processing by the Finance Department.

If the advance exceeds the actual expenses, submit the Statement of Travel Expenses to the Finance Department within fourteen (14) days of return from travel. The amount owed will be

Employee Travel**Section 1.8.2**

automatically deducted from the employee's next paycheck after verification and processing by the Finance Department.

6.4 Mandatory Use of Norman Y. Mineta San Jose International Airport

Employees traveling on City business by scheduled air carrier are required to use Norman Y. Mineta San Jose International Airport as the point of departure and return unless:

- 6.4.1 Scheduled air carrier service to or from the destination is not available from Norman Y. Mineta San Jose International Airport.
- 6.4.2 There is more than a 1-1/2 hour scheduled layover at any intermediate airport before reaching the final destination from flights arriving or departing from Norman Y. Mineta San Jose International Airport compared to flights arriving or departing from other Bay Area airports.
- 6.4.3 The total cost of travel to or from Norman Y. Mineta San Jose International Airport exceeds the cost of travel to or from an alternative airport. In determining whether to approve the use of an alternate airport, consideration should be given to all costs associated with travel to and from such airport.
- 6.4.4 If for City business reasons, an employee is not in San Jose and is closer to an alternate airport.

Should an employee not use Norman Y. Mineta San Jose International Airport for one of the exemptions stated above, they shall submit a written explanation to the Finance Department along with their Statement of Travel Expenses, indicating the specific exemption for using an alternate airport.

7. REIMBURSEMENT AND DOCUMENTATION**7.1 Statement of Travel Expenses**

A completed Statement of Travel Expenses must accompany claims for travel expenses whether or not an amount is owed to the employee. The Statement of Travel Expenses must account for all expenses, including City paid, prepaid amounts and / or credit card transactions, (e.g., airfare, registration). All City Procurement Card (Credit Card) purchase transactions must follow the City's Procurement Card Policy.

If a cash advance has been issued to staff on a Travel Request, a Statement of Travel Expenses must be filed. All Statement of Travel Expenses required under this policy must be submitted to the Finance Department **within 14 calendar days after returning from travel**.

- 7.1.1 Employees may be reimbursed for meals and incidentals on a per diem basis(excluding Local Travel) or by submitting itemized receipts. An employee's choice to be reimbursed by per diem or for actual expenses by submitting itemized receipts will apply to the entire trip and cannot vary from day-to-day.

Employee Travel

Section 1.8.2

7.1.2 The Director of Finance shall have the responsibility to determine the appropriateness and reasonableness of all reimbursement expenses and may review questionable, unusual or extraordinary expenses with the City Manager or designee to seek final approval.

7.1.3 All expenses other than Per Diem and Incidentals must be supported by itemized receipts, regardless of the payment method.

7.2 Amounts Owed to Employee or City

If an amount is owed to the employee, the amount must be noted on the Statement of Travel Expenses which must be submitted to the Finance Department within 14 days of return from travel. Upon verification and processing by the Finance Department, any amount owed to the employee will be reimbursed on the employee's next pay check.

If an amount is owed to the City, submit the Statement of Travel Expenses to the Finance Department within 14 days of return from travel. The amount owed will be automatically deducted from the employee's next paycheck after verification and processing by the Finance Department.

7.3 Meals and Incidental Expenses

7.3.1 Per Diem

The per diem allowance applies only to meals **and** incidental expenses. Incidental expenses are defined in section 6.2.6 above. If an employee submits meal and incidental expenses on a per diem basis, no receipts are required. An employee can only be reimbursed beyond the applicable per diem rate for parking fees and personal phone calls as specified in this policy.

The City shall use the standard CONUS (Continental United States) per diem rate established by the United States General Services Administration for meals and incidental expenses unless traveling to a non-standard area (the standard CONUS per diem rate is \$39 as of June 2, 2006). If the travel destination is to a non-standard area, the per diem rate for meals and incidental expense for that area is to be used. The [Domestic Per Diem Rates Schedule](http://www.gsa.gov/) (<http://www.gsa.gov/>) shall be used to determine if a travel destination is listed as a non-standard area and to determine the appropriate per diem rate. Employees may be reimbursed for approved expenses incurred beyond the per diem rate when supported by itemized receipts.

To determine if a travel destination is in a standard or non-standard area, click on the Domestic Per Diem Rates Schedule above. Select the state that your travel destination is in, and then scroll down to find your destination. If your destination is listed, it is considered a non-standard area, and the rate listed in the M&IE Rate column is to be used. If your destination is not listed, it is considered a standard area, and the standard CONUS per-diem rate is to be used.

7.3.2 Prorating Per Diem

The per diem allowance shall be prorated in accordance with established federal guidelines. On the day travel begins or ends, an employee is allowed 75% of the applicable per diem.

Employee Travel

Section 1.8.2

7.3.3 Local Travel

Employees traveling locally may not request per diem reimbursement for meals and incidentals. For this trip category, only reasonable meal and parking expenses shall be reimbursed at actual cost when supported by itemized receipts. Upon verification and processing by the Finance Department, any amount owed to the employee will be reimbursed on the employee' next pay check.

7.3.4 Reimbursement for Actual Expenses

Actual costs for meals shall be reimbursed when supported by itemized receipts up to 150% of the applicable Per Diem rate for Meals. Actual cost of incidental expenses shall be reimbursed when supported by itemized list up to 150% of the applicable Per Diem rate for Incidentals.

7.4 Travel Forms

The Travel Request Form and Statement of Travel Expenses Form are available on the [Finance Department's intranet site](#).

TRAVEL REQUEST FORM PROCEDURES ([FORM 100-9](#))

Description: Click the link above for the Travel Request Form. This form is used for the approval of the following categories of City travel by employees: Local Travel, In-state Travel and Out-of-state. If the employee needs an "Advance" for travel expenses, the request must also be made on this form and approved. An approval must be obtained prior to travel. For specific level of approval required, please see Section 6.0 of the Employee Travel policy.

RESPONSIBILITY	ACTION
Requestor	<ol style="list-style-type: none"> 1. Prepare and sign "Travel Request" (Form 100-9) indicating whether or not an advance of funds is required. 2. Forward to Department Director for approval.
Department Director	<ol style="list-style-type: none"> 3. Review appropriateness of travel and sign request if approved.
Department Travel Coordinator	<ol style="list-style-type: none"> 4. <ol style="list-style-type: none"> a. For in-state travel: Proceed to Step 7. b. For out-of-state travel: Forward to City Manager.
City Manager (If applicable)	<ol style="list-style-type: none"> 5. Approve or deny request. 6. Return approved Travel Request Form to Department Director.
Department Travel Coordinator	<ol style="list-style-type: none"> 7. Forward original Travel Request Form to the Finance Department – Accounts Payable, Attn: Travel

Employee Travel

Section 1.8.2

- 8. Retain and file a copy of the Travel Request Form for departmental records.
- 9. Return a copy of the Travel Request Form to the requestor.
- 10. Attach a copy of the approved Travel Request Form to all advance payments documents related to travel, i.e. registration, airfare, and credit card statements.

Finance

- 11. Review Travel Request Form for authorization, allowable expenses and proper documentation.
- 12. Log all travel advances in the travel advance tracking system.
- 13. Forward Travel Request Form to Payroll for processing.

STATEMENT OF TRAVEL EXPENSES FORM PROCEDURES ([FORM 100-6](#))

Click the link above for the Statement of Travel Expenses Form.

All Statement of Travel Expenses must be submitted to the Finance Department within 14 calendar days after returning from travel.

RESPONSIBILITY	ACTION
Requestor	<ul style="list-style-type: none"> 1. Prepare and sign "Statement of Travel Expenses Form" (Form 100-6) Attach all receipts and documentation pertaining to travel. 2. Forward to department Director for approval.
Employee	<ul style="list-style-type: none"> 3. Attach original Statement of Travel Expenses and all supporting documentation to a copy of the Travel Request Form and forward to Finance/Accounts Payable, Attn: Travel Desk.
Department Director	<ul style="list-style-type: none"> 4. Approved Statement of Travel Expense Form and associated expenses with signature on completed form.
Finance / Disbursements	<ul style="list-style-type: none"> 5. Review Statement of Travel Expenses for authorization, allowable expenses and proper documentation in compliance with Travel Policy Section 7.1.2. 6. Reconcile all travel advances to the travel advance tracking system.

Employee Travel

Section 1.8.2

- 7. Forward Statement of Travel Expenses to Payroll for processing.
- 8. Any questionable expense or exceptions to the City's Travel Policy will be reviewed by the Director of Finance to determine the appropriateness and reasonableness of the expenses. Approval may be contingent upon the Director of Finance's review of questionable, unusual or extraordinary expenses with the City Manager or designee to seek final approval

Approved:

 /s/ Kay Winer
Deputy City Manager

 July 31, 2006
Date

