

**CITY OF MISSION VIEJO**  
***Administrative Regulations***

OFFICE OF THE CITY MANAGER

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			2/03
			9/07

SUBJECT:                   **Out-of-Town Travel – Overnight  
Lodging – Expense Reimbursement**

1.     Purpose. The purpose of this regulation is to establish policies regarding the eligibility and procedures for out-of-town travel.
  
2.     Authority. Authority for the issuance of this regulation comes from Municipal Code Section 2.08.060.
  
3.     Application. This regulation applies to all employees of the City of Mission Viejo.
  
4.     Definitions.
  - 4.1    Executive Management consists of the City Manager, Assistant City Manager, and Department Heads.
  
  - 4.2    Out-of-Town Travel shall consist of all meetings/conferences or training requiring either an overnight stay or airline transportation.
  
5.     Policy/Procedure.
  - 5.1    All out-of-town travel as defined in Section 4.2 must be pre-approved by the City Manager or his/her designee.
  
  - 5.2    Out-of-State travel is restricted to Executive Management positions unless specifically approved by the City Manager.
  
  - 5.3    Employees requiring out-of-town travel in order to conduct City business shall prepare and have

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approved by the department head and City Manager the "Travel Request" portion of a "Travel Request and Expense Report" prior to departing or incurring any costs relating to this trip, whichever occurs earlier.

- 5.4 Employees electing to use their private vehicle for out-of-town travel will be reimbursed for actual, business-related mileage driven up to a total of 1,000 miles per trip. The Mapquest or similar website on the Internet will be used to verify total miles to and from conference destination. Any special circumstances resulting in increased mileage shall be documented and explained by the traveler.
- 5.5 Employees using a private vehicle must attach a completed and signed Authorization for Use of Private Vehicle – Expense Report and Demand for Payment Form found on the City’s Intranet site under “Forms to Print and Use”. The “Authorization for Use of Private Vehicle” portion of the form must be filled out, signed by the employee, and approved by the department head prior to the employee’s traveling. The remainder of the form should be completed after returning from the trip. Additional information pertaining to the use of a private vehicle for City business can be found in Administrative Regulation Nos. 201 and 303.
- 5.6 Employees may use a pool car for out-of-town travel if the trip includes no more than one night. In special circumstances, such as several employees traveling together to the same conference, use of a city pool car may be approved for out-of-town travel involving more than one night provided the City Manager’s approval is obtained in advance.
- 5.7 Use of a rental car during out-of-town travel must be approved in advance by the employee’s department head and City Manager. In order to be approved, the use of a rental car must be less expensive than other forms of transportation for the trip in question. Employees approved for use of a rental car for out-of-

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town travel will be reimbursed for the portion of the rental car expense used for City business. In addition, employees using a rental car must obtain all insurance coverage available on the rental vehicle. Employees approved for use of a rental car for out-of-town travel should check with their personal automobile insurance carrier prior to traveling to determine the amount of personal risk and liability assumed by the employee while using this mode of transportation while on City business.

- 5.8 To substantiate the number of days of lodging being requested, as well as the departure/return dates and registration costs, the employee shall attach a copy of the program announcement indicating the registration fees for the program and a program schedule. Generally, the number of days lodging to be reimbursed will be no more than the number of days of the meeting, conference, or training attended. Any special circumstances that result in a deviation from this policy shall be documented and explained in advance of traveling.
- 5.9 Meal expenses and associated gratuities incurred while traveling on City business should be moderate, taking into account the prevailing restaurant costs of the area. All meals offered by the conference sponsor, or by an organization other than the conference sponsor, during the conference are considered reasonable and are reimbursable under this policy. For employees electing to use either their private vehicle or a rental car for out-of-town travel, only those meals that would normally have been reimbursed if air travel had been used will be reimbursed.

The City will not pay for alcohol or mini-bar expenses.

- 5.10 All requests for prepaid expenses (i.e., conference registration, hotel deposits) and advances will be listed on the Travel Request form prior to obtaining

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department head and City Manager approval.

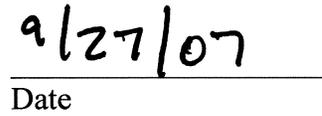
Requests for prepaid expenses and advances shall be submitted to the Administrative Services Department on separate demands with a copy of the approved Travel Request Form attached. Prepayment of hotel deposits will consist of the first night's accommodations only. Cash advance amounts must be substantiated, by providing a detailed listing of the proposed use(s) of the amounts requested. In exchange for the issuance of a cash advance, the employee will be required to sign an authorization form allowing the City to deduct any advances not returned to the City within two working days after returning from the trip from the employee's paycheck.

- 5.11 Upon return (within 10 working days), the employee will fill out the "Expense Report" portion of the "Travel Request and Expense Report" detailing out-of-pocket expenses including cash advance amounts. All receipts will be attached to the form. If reimbursement is requested for a meal for other than the employee, the meal receipt must identify the names of those attending the meal. If a receipt is lost, a description of the expense must be attached. The "Expense Report" portion shall be signed by the employee and approved by the department head and Administrative Services. Administrative Services will review Expense Reports for compliance with this policy and then forward to the City Manager for approval. The City Manager will determine the propriety of all claimed expenses.
- 5.12 To minimize the cost of phone calls, employees are encouraged to obtain a City cell phone or to use their personal cell phone while traveling. While there is no restriction on business phone calls, personal calls are restricted to one call per day.
- 5.13 Monies advanced but not spent shall be returned to the Administrative Services Department within two working days of the employee returning to work after the out-of-town travel.

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5.14 Any reimbursement claims submitted after 45 days of the out-of-town travel will be accepted for reimbursement at the City's discretion.

  
City Manager

  
Date