

City Manager's Office
Administrative Order No: 024
Issued: October 26, 2004
Updated: August 8, 2008



Approved By: Marc S. Grisham,
City Manager

Subject: Travel Policy

Purpose: The purpose of this Administrative Order is to establish and define authorized business travel expenditures associated with conducting City related business, and to specify the procedures for travel reimbursement and/or cash advances for travel expenditures for City of Pittsburg employees, in regards to qualifying compensation, mileage, transportation, lodging, meals and other related expenditures incurred during attendance at conferences, meetings, training seminars and other official City business. This Travel Policy is applicable to all City departments within the City of Pittsburg.

Policy and Procedure: A City employee may be eligible for travel reimbursement or cash advances for travel expenditures when at least one of the following criteria is met:

- Conducting City business while attending a City approved conference, training seminar or business meeting.
- Attending an approved City activity or meeting.
- Hosting an approved City activity or meeting.

All conferences, seminars and related activities requiring travel and lodging accommodations must be limited to one staff member per event. Any exceptions must be documented and approved by the Department Director. A copy of all approved exceptions must be forwarded to the City Manager.

Travel Expenditures:

- I. **Meals** – A city employee who is eligible for travel reimbursement, based upon the above criteria, will be eligible for reimbursement or cash advances for expenditures when:
 - Approved activity is being conducted at least 20 miles from the City of Pittsburg City Hall location; and/or

- Approved activity is being conducted for more than one consecutive day at a location other than the City of Pittsburg City Hall or employee's place of employment; and/or
- Lunch is included in the cost of program registration; and/or
- Lunch is an additional charge, but part of the presentation, discussion, seminar or business related activity; and/or
- Lunch coincides with a work or training session as a "working lunch"; and/or
- Upon written consent of the Department Director.

Meal expenditure reimbursement and/or cash advances will be calculated as follows:

- If approved activity is conducted at least 20 miles from the City of Pittsburg, more than one consecutive day and involves lodging expenditures, a daily per diem allowance in the amount of \$55.00 will be provided to the eligible City employee.
- If approved activity involved only one meal, during a one-day event, only the actual cost incurred will be reimbursed. The actual receipt must be submitted for reimbursement. Tax and tip may be included in reimbursement total. Alcohol expenditures will not be reimbursed.

II. Transportation – A city employee will exercise good judgment and choose the most reasonably economical means of transportation.

- Use of City vehicles for travel in connection with official City business will be encouraged whenever practical.
- An employee using a personal automobile for approved City business shall be reimbursed at the current IRS rate per mile. This reimbursement rate incorporates all reimbursable costs incurred during the use of a personal vehicle.
- Necessary parking and toll expenditures incurred in connection with approved City business activity will be reimbursed. Receipts must be submitted for proof of expenditures incurred. (If receipts are not obtained, City employee may submit a written request for reimbursement to the Department Director for consideration and/or approval.)
- Air transportation expenditures will be reimbursed, and/or covered by the City, at economy class fares. By written approval, the City Manager may authorize long distance travel by business class. If City employee chooses to travel by personal car, when it would be less expensive to travel by air, the maximum allowance for mileage reimbursement will be the less expensive of the two forms of transportation.
- Incidental transportation expenditures including, but not limited to, airport shuttles, taxis, rental cars, will be reimbursed. All receipts

and/or necessary support documents must be submitted and approved by Department Director.

III. **Lodging** - A City employee is eligible for advancement or reimbursement for lodging expenditures only when the travel activity necessitates the employee to stay overnight due to the distance to be traveled and/or the attendance times of the activity or meetings. A further criterion regarding the reimbursement of lodging expenditures is as follows:

- Hotel and motel accommodations should be appropriate for the purpose of the trip and advanced or reimbursed on the basis of actual expenditures.
- If the employee chooses to travel to the location earlier than necessary or chooses to stay longer than necessary when conducting City business, additional accommodation expenditures incurred will not be advanced or reimbursed by the City.
- Reasonable incidental expenditures, such as hotel parking fees, cab fares, tips, telephone and telecommunications fees required in connection with official City business will be reimbursed on the basis of actual expenditures incurred. All necessary receipts or documentation of expenditures must be submitted with request for reimbursement.
- Hotel charges and incidental expenditures of a personal nature are not reimbursable by the City.
- Any additional costs incurred for spouses or others sharing the same room accommodation, must be borne by the employee.

IV. **Employee Compensability** - The City of Pittsburg compensates all eligible City employees in accordance with the Fair Labor Standard Act (FLSA). A FLSA Travel Time Matrix has been prepared to reflect the City's interpretation of the FLSA's provisions regarding compensability of travel time for employees who are eligible for overtime compensation. The FLSA Travel Time Matrix follows:

FLSA Travel Time Matrix	
IF:	THEN TRAVEL TIME IS:
Travel is for the employee's normal commute.	Not compensable. This is true even if the employee is commuting in a City-provided vehicle.
Travel is time for emergency assignment/call out.	Compensable, if the travel is for the benefit of the City.
Travel is during the normal workday.	Compensable.
The employee is sent out of town for one day or less.	Compensable, only for the portion of travel time in excess of the employee's normal commute.

The employee travels and stays overnight.	Compensable , during normal work hours, even on non-working days. For example, an Analyst who works M-F, 8-5 who travels on Sunday between 9-1 will be compensated for the travel time.
The employee travels after hours as a passenger on public transportation on an overnight trip.	Not compensable.
The employee drives for an overnight trip.	Compensable , unless the City has offered public transportation. For example, if the City offered to fly the employee and he/she chose to drive, the travel time is not compensable.
The employee leaves early for an authorized attendance at an off-site function (i.e., conference, training, etc.)	Not compensable. If the employee leaves for a function prior to the day/time required to get to the function location in a timely manner, the travel time is not compensable.
The employee stays after his/her authorized attendance at an off-site function.	Not compensable. The return travel time is not compensable if the employee does not immediately return following the function. To use the above example, the Analyst decides to stay in Monterey for the weekend, following the conference. The employee drives back home on Sunday evening. The return travel time is not compensable.
Note: This reflects the City's interpretation of the Fair Labor Standard Act's provisions regarding compensability of travel time for employees eligible for overtime.	

Travel Advanced/Reimbursement Procedure:

I. Authorization For Travel

- Approval must be obtained from the appropriate Department Director prior to travel arrangements or expenditures being committed or incurred.
- All long-distance travel on business class flights requires the City Manager's prior written approval as customary City travel is on economy class.
- All travel expense advancements and/or reimbursements must be approved by the appropriate Department Director.

- When City employees choose to travel to a destination earlier than necessary, or choose to stay longer than necessary, additional expenditures incurred will not be reimbursed by the City. In addition, City employees will need to use personal leave balances for the additional time away from work, not required by the business-related travel activity. (Department Director will use discretion regarding necessity.)

II. Travel Advances

- Requests for travel advances for authorized travel activity may be submitted to the Finance Department. All invoices and/or sufficient documentation must be approved and submitted with a Purchase Requisition/Payment Request form to the Finance Department, in a timely manner, to be processed during a normal check-processing period.

III. Travel Reimbursement

- Requests for travel reimbursement for authorized travel activity must include all receipts and/or documentation for the expenditures incurred. All documents must be approved and submitted to the Finance Department with a Purchase Requisition/Payment Request form, in a timely manner, not to exceed 30 days from the date of travel. Travel reimbursement checks will be processed during a normal check-processing period.
- Petty Cash reimbursements are an acceptable means of reimbursement, when receipt totals do not exceed the Petty Cash reimbursable limit.
- City employees are not entitled to reimbursement for personal items lost or damaged during the course of City business, either on or off the work site. This includes reimbursement requests for damaged or lost clothing, shoes or accessories, with the exception of uniform replacement provisions. An appeal may be made in writing and submitted to the Department Director in the event of an extraordinary circumstance when reimbursement may be reasonable. The appeal must include receipts or other proof of costs for the item lost or damaged.
- All travel reimbursement requests are subject to the review of the Finance Director.