

 <p style="text-align: center;">CITY COUNCIL POLICY</p>	CP 2-1
	Category: Finance
TITLE:	Department: Finance
Travel Expenditures - Council	Approved: November 2, 2005

A. Purpose

The Mayor and members of the City Council have budgetary funding available for City business travel. This policy is intended to provide guidelines and protect the interests of the City related to Council business travel expenditures. The following rules will govern the Mayor and Council incurring business travel expenses that will be paid by the City.

B. Statement of Policy

1. City Business

Travel expenses may be reimbursed when the travel purpose benefits the interests of the City. The use of City funds is limited to travel expenses of only the Council member.

2. Responsibility of Claimant

Councilpersons should plan their travel to achieve savings and efficiency. Within fifteen (15) days of completing authorized travel a Travel Expense Form should be submitted for review by the Chief Financial Officer to help insure compliance with this Council Policy. Any exceptions noted will be brought to the attention of the Councilperson. Expenses incurred, either by the City or by the Councilperson, must be included on the Travel Expense Form including prepaid expenses, advance payments for registration, cash advances, airfare, lodging, or other expenses, whether these payments are made by City check, procurement card, credit card, cash, or other means. Supporting invoice and receipt documentation should be attached for all expenses.

3. Meals

Councilpersons traveling may receive the locality based meal allowance established in the Federal travel guidelines. Persons traveling to localities not listed in the Federal guidelines should report the rate for the nearest

locality for meals and lodging. The Finance Department shall provide these guidelines annually. Alternatively, Councilpersons may be reimbursed for the actual reasonable cost of meals (with itemized receipts).

4. Lodging Expenses for Overnight Travel

Actual lodging expenses may be claimed. Receipts for lodging must be provided. If anyone not on City business accompanies the claimant, the City will reimburse only the single rate for lodging. The claimant must pay the difference between the single and double room rate.

5. Mileage and Parking Reimbursement

Councilpersons are provided with a monthly transportation allowance for the use of their personal automobile for Council business within Maricopa County. A Councilperson may be reimbursed at the rate established by the Internal Revenue Service for business use of a personal vehicle outside of Maricopa County. Parking expenses may be reimbursed when traveling.

6. Commercial Air Travel

Councilpersons will be reimbursed for reasonable airfare at the time reservations are made. Under normal circumstances, first class airfare is not allowed for City business. Receipts are required for airfare. If anyone not on City business accompanies the claimant, the City will only reimburse the airline fare and expenses of the Councilmember.

7. Car Rental

Receipts are required for rental car expenses.

8. Travel by Railroad

Persons may be reimbursed for railroad transportation. Receipts are required.

9. Travel by Taxi, Shuttle Service and City Bus

Receipts are encouraged, but not required, for expenses incurred for travel by taxi, shuttle service and city bus.

10. Incidental Expenses

Incidental expenses are costs which are necessary for the Councilperson to conduct City business while in travel status. Receipts are not required for incidental expenses under \$10. The following list includes examples of reimbursable and non-reimbursable expenses:

a. Reimbursable Expenses

- 1) Phone calls and faxes for official business.
- 2) Gasoline for rental or City-owned vehicles.
- 3) Parking fees and toll charges.

b. Non-Reimbursable Expenses

- 1) Any personal expenses incurred.
- 2) Alcoholic beverages.
- 3) Entertainment expenses.

APPROVED:

Cathy Carlat, Mayor

APPROVED AS TO FORM:

Stephen J. Burg, City Attorney

Adopted: 11/1/05, CC #19C [Prior Numbering: CP 05-01]