

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

TRAVEL POLICY

Effective Date: 7/10/90; Amended: 9/14/1993; Amended: 9/27/1994	Resolution:
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The Town of Loomis recognizes the constructive value of professional conferences, seminars, meetings and training. In an effort to allow more employees to travel and simultaneously manage costs, this policy is adopted to govern advances/reimbursement of expenses incurred in connection with such travel on behalf of the Town of Loomis.

This policy applies equally to all elected officials, appointed officials, commission and committee members and town employees.

Funds for travel will be included and approved in the annual budget. Funds for out-of-state travel will normally be provided only for town officials and department managers. The town manager shall approve request for travel expenditures for employees via a Meetings/Travel Advances & Reimbursements form, submitted prior to actual date of travel. After review by the town manager, the mayor shall sign travel forms for councilmembers.

Each department must submit a training or travel plan with its proposed budget. Town manager and council approval of this plan (by budget adoption) represents proper prior approval. Deviations from the approved plan may only be approved by the town manager if adequate funds are available in the budget. If adequate funds are no available, approval must be given by the town council with the necessary budget transfer approved.

All persons travelling on behalf of the town will seek appropriately economical travel arrangements and lodging accommodations. Whenever feasible, use of discount fare and sharing of accommodations is encouraged.

If an employee elects to attend a workshop, seminar or conference that is not a budgeted for item and agrees to pay the full cost of attendance including transportation and meals and the workshop, seminar or conference has been approved by the employee's supervisor as work related and an enhancement to the employee's existing position, attendance may occur without use of vacation or other leave time. However, the scheduled days off must be approved by the supervisor as not conflicting with the overall work schedule.

PER DIEM AND COMPUTATION

Any officer or employee who is required or authorized by the council or town manager to travel in the discharge of his/her duties shall receive, in addition to travel and hotel accommodation expenses, a meal allowance not to exceed \$35.00 per day. Receipts must be submitted for meal expenses with the general guideline being that reimbursement will be as follows:

Breakfast	\$ 7.00
Lunch	\$ 10.00
Dinner	\$ 18.00

The town manager may adjust these amounts in instances where a meal provided as part of a scheduled meeting exceeds these guidelines as long as the total reimbursement for meals is not in excess of \$35.00 per day. (If a receipt is not available, a statement of the amount expended and why there is no receipt will be accepted for reimbursement.)

Meals provided by the seminar or in the registration fee are not subject to reimbursement.

Per diem shall be allowed or reimbursed for days actually spent on the town business, for programmed days of a conference or meeting, and for time spent in travel by air. Per diem for time spent in travel other than by air, such as rail or automobile must be approved by the town manager. Per diem shall be computed for the days of conference attended and for travel days not to exceed one day before and after the conference and shall be allowed only if time and/or travel schedules prohibit travel at reasonable hours on the actual beginning and ending days of a conference.

The per diem meal rates apply to town elected, appointed and hired persons only. Meal costs for guests of the town, at a hosted function, with prior approval will be reimbursed, and are subject to reasonable costs only. These meal costs are to be accounted for under "other" costs on the travel form. Full disclosure as to name, date, purpose and costs must be included in the accounting.

TRANSPORTATION

Travel by Air

All travel on town business by one person outside the Sacramento area shall be by air, unless the town manager approves another mode of transportation. Reimbursement shall be calculated on the basis of the cost of travel by air using the shortest and most direct route. All air travel shall be booked as far in advance as possible in order to take advantage of the most economical rates. No air travel shall be first class. Reservations will be made on the most economical and feasible flights. Anyone wishing to book a flight other than that meeting this criteria shall pay the cost difference.

Use of Private Vehicle

If a personal vehicle is used for travel, transportation allowance or reimbursement therefore, shall be based on the cost of air travel and transportation from the airport to the point of destination and return or at the rate established by the Internal Revenue Service for the current year, whichever is less (see example below), except when a personal vehicle is used in the occasional or regular performance of town duties.

Example

- Drive to San Francisco + 216 miles round trip
Reimbursed @ \$.26 per mile
Total Cost = \$.26 x 216 miles = \$ 56.16

- Air travel to San Francisco = \$144.00 round trip
Transportation to conference from airport by Air Limo = \$ 13.00 round trip
Total cost = \$ 144.00 + \$ 13.00 = \$ 157.00

(\$ 56.16 is less than \$ 157.00, so person is reimbursed \$ 56.16)

Use of Town-owned Vehicle

There shall be no allowance or reimbursement for transportation when a town-owned vehicle is used. However, any out-of-pocket expenses incurred in operating the vehicle shall be reimbursed. All receipts, including those acquired from the use of a town credit card must be submitted upon return and charged to the proper department.

HOTEL ACCOMMODATIONS

All officers and employees shall include the cost of the hotel on the Meetings/Travel Advances & Reimbursements form and either receive funds in advance or be reimbursed for hotel accommodations. Reimbursable days for lodging requests should correspond to the foregoing travel policy regarding dates of arrival and departure. The expense of local telephone calls and official long distance calls, which are billed on the hotel statement, are allowed and should be specified on the reimbursement form.

ADDITIONAL ALLOWANCE

Authorized town officials and employees will be reimbursed for approved conference registration fees, rental cars, cabs, or other transportation related expenses including, if travel is by air, transportation expense at the point of destination to the hotel and for return from the hotel to the point of departure. The town manager is authorized to make exceptions or restrictions in this policy when such deviations prove to be more economical to the town.

PROCEDURE

Travel Authorization

The traveler should complete the appropriate portion of the Meetings/Travel Advances & Reimbursements form at least one month ahead of the scheduled trip. Once the funds have been approved by the town manager, two copies of the form should be forwarded to finance for appropriation.

Travel Advance

Advance travel expense for travel outside the Sacramento area should not be drawn from petty cash. Under emergency or special circumstances, it may be necessary to use a petty cash advance; however, this should be an exception and avoided whenever possible.

If an advance is required, the following procedure should be followed:

1. The appropriate information should be supplied, as specified on the Meetings/Travel Advances & Reimbursements form.
2. Advance public transportation will usually be handled through a local travel bureau. Advance reservations of air travel is expected so that the town may take advantage of reduced rates. In most cases the travel agency will bill the town directly. A request for warrant should be processed in those instances where the warrant is to be made payable to the travel agency.

3. Advance hotel reservations (requiring deposit) and registration fees should be processed from the Meetings/Travel Advances & Reimbursements form in those instances where the warrant is to be made payable to the hotel and/or conference sponsor. Information regarding to the name of the hotel and/or the conference sponsor should be attached to the form.
4. It is desirable that all information pertaining to the scheduled trip be submitted to finance at the same time.
5. Immediately upon return from a trip, the traveler should complete the reimbursement portion of the Meetings/Travel Advances & Reimbursements form according to instruction found in the form and forward one copy to finance for processing.
6. If the form indicates that cash advances exceeded actual expenses, the traveler's personal check, made payable to the Town of Loomis, should accompany the submittal.
7. Where applicable, a reimbursing warrant will be issued to the traveler.

Spouses

Spouses are encouraged to attend conferences and meetings where and whenever permitted and practical. There will be no reimbursement for any travel and meeting expenses incurred by spouses; however, they will receive the advantage of paying only the difference between a single and double room for lodging.

Miscellaneous Costs

The town will reimburse the cost of miscellaneous expenses at actual cost. Such items are limited to costs directly related to the travel and do not include items viewed as personal in nature.