

RESOLUTION NO. 82-033

ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO

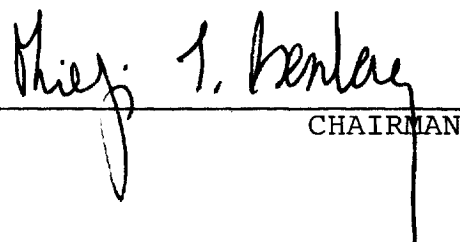
ON DATE OF

July 27, 1982

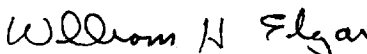
ADOPTION OF OUT-OF-TOWN TRAVEL
REIMBURSEMENT POLICY

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY
OF SACRAMENTO:

Section 1. The attached Agency Out-of-Town Travel
Reimbursement Policy is hereby approved and adopted.


CHAIRMAN

ATTEST:


SECRETARY

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AGENCY OUT-OF-TOWN TRAVEL REIMBURSEMENT POLICY

Section 1. General

Employees and officials of the Agency shall be reimbursed for actual expenses while traveling to a destination beyond twenty (20) miles of Sacramento County boundaries on office Agency business.

Section 2. Authorization for Trips

The Governing Boards shall specifically authorize by resolution out-of-town travel essential for conducting Agency business by the adoption of the Annual Agency Budget which includes funding for such purposes.

The Governing Boards shall authorize travel for its members as well as Sacramento Housing and Redevelopment Commission members and Agency staff within Annual Budget appropriations. The Executive Director shall approve individual trips as requested by the departments and divisions within the established limits of the Annual Budget. Department Heads may authorize trips which involve traveling beyond twenty (20) miles of Sacramento County boundaries only if no travel reimbursement from the Agency is requested aside from private mileage reimbursement costs.

Section 3. Reimbursable Expenses

The following are reimbursable expenses:

- a. Transportation - The mode of transportation shall be by the most reasonable means available. When a private vehicle is used, the mileage reimbursement shall be based on the appropriate mileage rate in effect at the time of the trip. Necessary expenses for taxi cab, airport shuttle, bus fare and car storage fees are fully reimbursable. Rental car charges must be authorized in advance by Executive Director.
- b. Lodging - Necessary lodging may not exceed \$30.00 per day, except when lodging at the headquarters of the seminars, workshops, conferences or conventions is more practical. The Executive Director may authorize full reimbursement to cover actual lodging expenses.
- c. Meals - Meals including tips are reimbursable to a maximum of twenty dollars (\$20.00) per day.

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- d. Registration Fees - Registration fees for conventions, conferences, seminars, workshops, training, etc. are fully reimbursable.
- e. Communications - Telephone and telegraph charges in connection with Agency business are fully reimbursable.
- f. Other Miscellaneous - The Executive Director may approve other expenses based on a review of the justifications and circumstances.

Section 4. Travel Advances

After approval of the specific out-of-town travel request by the Executive Director, the employee may request 80% of the authorized estimated expenses in excess of \$50.00.

Section 5. Receipts

The employee shall be responsible for submitting request for payment of claims and proper documentation for reimbursement of expenses. Receipts shall be required for all expense items of more than \$10.00. Other documentation includes a list of each item, the date, the place and the amount related thereto.