

RESOLUTION NO. 87-023

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO
ON DATE OF

March 24, 1987

ADOPTION OF AMENDED OUT OF TOWN TRAVEL REIMBURSEMENT POLICY/PROCEDURE

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY
OF SACRAMENTO:

Section 1. The attached Agency Out of Town Travel
Reimbursement Policy, as amended, is hereby approved.

Section 2. This resolution shall take effect
immediately.

Gene Ruden
CHAIR

ATTEST:

William H. Flynn
SECRETARY

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OUT-OF-TOWN TRAVEL4.1 General

Out-of-town travel is defined as travel beyond twenty (20) miles of Sacramento County boundaries for the purpose of conducting official Agency business.

4.2 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.

Department Heads may approve official travel within the State which meets the following conditions:

- a. Travel is completed within the same working day;
- b. Is included in the approved budget of the department or division as a scheduled trip.
- c. May approve their own in-state travel and expenses if it is included in the approved budget of the department or division as a scheduled trip.

The Executive Director shall approve individual trips as requested by the departments and divisions within the established limits of the Annual Budget including out-of-state travel.

The Executive Director may approve travel within the State when not previously budgeted.

ALL OUT-OF-TOWN TRAVEL MUST BE APPROVED IN ADVANCE4.3 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.

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- b. Lodging - reimbursement for lodging cost is limited to actual cost incurred but not more than Sixty Dollars (\$60.00) per day, except when lodging at the headquarters of the seminar, workshop, conference or convention is more practical. The Executive Director may approve and authorize full reimbursement to cover actual lodging expenses above \$60.00 per day if it is impractical to occupy less costly accommodations.

On those occasions when a spouse travels with an employee on official business, reimbursement for lodging will be at the single occupancy rate for the accommodations. Employee shall reimburse Agency upon return from trip for cost of lodging for spouse. In the event reimbursement is due employee, this cost (for spouse) will be deducted from reimbursement.

- c. Meals - Reimbursement for meal costs (including tips) are limited to actual cost incurred, to a maximum of Thirty Dollars (\$30.00) per day.

The Executive Director may approve and authorize full reimbursement to cover actual meal costs above \$30.00 per day if it is impractical to obtain meals at a lower level.

- d. Registration Fees - Registration fees for conventions, conferences, seminars, workshops, training, etc. are fully reimburseable.

- e. Other Miscellaneous - While traveling on official Agency business, the following expenses are reimburseable at actual cost:

1. Taxicab, airport limousine, or bus fare;
2. Car parking or storage fees;
3. Rental car charges when authorization for use is obtained in advance;
4. Telephone and telegraph charges in connection with official Agency business;
5. Other justifiable expenses may be approved based on a review of the justification and expenses.

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4.4 Travel Advances

After approval of the specific out-of-town travel request by the Department Head (or Executive Director, if applicable), the employee may request 80% of the authorized estimated unpaid expenses if such expenses exceed \$50.00. Registration fees, hotel and transportation (except private mileage) are paid in advance of requested trip. Authorized estimated unpaid expenses are meals, private mileage, cabs, etc.

4.5 Receipts

The employee shall be responsible for submitting TRAVEL CLAIM form for reimbursement of expenses. Receipts shall be required for all expense items of more than \$10.00, with the exception of meals. Receipts are required for lodging, meals, transportation, registration fees (even though most of these items are paid in advance, we must have documentation that these items were used by the employee). Receipts are not required for taxicabs, airport shuttles, parking, bridge tolls, etc..

The travel policies set forth herein shall be construed so that no officer or employee shall suffer any undue financial loss while traveling on official Agency business.

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