



CITY COUNCIL GUIDELINES CITY OF GLENDALE, AZ

JANUARY 28, 2025

City Council Guidelines
City of Glendale, AZ
January 28, 2025

INTRODUCTION

The Mayor and City Council agree to the following as fundamentally important to the effective and efficient conduct of the public's business. The Guidelines as adopted represent an agreed upon set of behaviors that will be evident in the performance of their duties as policy makers and representatives of their constituencies.

GLOSSARY OF TERMS

To avoid confusion in understanding the intent of this document the following defines important terms being used:

- Council - The Council shall consist of a Mayor and six (6) other members to be elected by the qualified electors of the City of Glendale.
- Councilmember - Refers to each individual constituting the Council and includes the Mayor, unless specifically excluded or referred to by the title Mayor.
- Mayor - The Mayor is the chairman of the Council and presides over its deliberations. When it is necessary to specifically identify the Mayor as separate from the other Councilmembers, the term "Mayor" is used.

1. STAFF ASSISTANCE FOR COUNCILMEMBERS

The City Manager's Office will respond to requests from Councilmembers for information, assistance or research calling for multi-departmental involvement. City Manager will designate staff to assign these requests to appropriate City staff and to track progress on the assignments. Councilmembers must use this process when contacting the City Manager's Office for assistance.

Requests that involve more than eight hours of staff work by non-Council staff, a multi-department approach or expenditure of city monies other than budgeted Council funds, must go through the process for placement of an item on the Workshop Agenda. The staff will be responsible for reporting such requests to the City Manager's office where the designee will notify the Councilmember(s) who made the original request.

2. PLACING ITEMS OF SPECIAL INTEREST ON A WORKSHOP AGENDA

1. "City Council Workshop Items of Special Interest" is listed on every Workshop agenda. This item will be a standing item and will be placed last on the Workshop agenda.
2. Under that agenda item, Councilmembers may indicate topic(s) they would like to have discussed by the Council at a future Workshop and the reason for their interest. The Council does not discuss the new topics at the Workshop where they are introduced.
3. Each item introduced is referred to the City Manager for preparation of a brief initial

assessment report including resources required, impact on other projects, relationship to work program priorities and Council strategies, and other related observations.

4. Effective 09/10/2013; in 60 days the City Manager, or designated management staff, will report back to the Council on each item during a regularly scheduled Workshop. An update will be provided within 30 days to indicate the progress and status of the item and a final recommendation will be brought forward within 60 days. If for any reason, a Workshop is not scheduled shortly after the 60-day time period, the report will be presented at the next regularly scheduled Workshop. Council will then determine if they want to pursue any item further through more detailed analysis and/or policy action.
5. Council gives direction to the City Manager regarding the disposition of items discussed.

(Above section amended January 8, 2013 by Resolution No. 4635 and September 10, 2013 by Resolution No. 4722 New Series.)

3. COUNCILMEMBER BUDGET/EXPENSES

Each Councilmember elected from a district is provided \$18,000 each budget year for various expenses that will benefit the City of Glendale and meet applicable budget expenditure laws. For example, the monies may be used for postage, attending conferences and seminars, equipment, and newsletters. Items purchased are for the use of the Councilmembers during their tenure, for City business only, and remain the property of the City of Glendale. All bidding requirements and conditions of the City's Purchasing Ordinance must be met. Monies not expended may not be carried over to subsequent years. The Mayor is not included in this appropriation.

4. COUNCIL DISTRICT IMPROVEMENT FUNDS

Each Councilmember elected from a district is provided \$15,000 each budget year for projects related to the placement, replacement or enhancement of facilities or equipment within the City of Glendale. Monies not expended may not be carried over to subsequent years. The Mayor is not included in this appropriation.

When a Councilmember determines a use for the funds, Council staff requests information from the relevant department. The department obtains cost estimates based on the project scope as outlined by the Councilmember. After cost estimates have been obtained, Council staff completes a District Improvement form and sends to the Councilmember for comment and approval.

Departmental staff is responsible for making sure that all requirements of the City's Purchasing Ordinance have been met. If necessary, the assigned staff will be responsible for preparation, approval of and monitoring of agreements or contracts.

The Intergovernmental Programs Director must approve requests or other financial documents.

The Council staff retains copies of the related paperwork to follow up and ensure that District Improvement funds are properly tracked.

The District Improvement fund accounts are charged for all expenses associated with the project

with the exception of departmental charge backs for internal labor expenses.

Ongoing maintenance costs of capital projects enabled through this funding mechanism must be paid from related district funds in future years.

(Above section amended November 24, 2014 by Resolution No. 4895)

5. CITY TRAVEL POLICY

The Council agrees to conform to the regulations that govern all City employees on this matter. Accordingly, the current City Travel Policy is attached and will be replaced as changes are made in the future. *See Attachment A: Travel and Expense Reimbursement Policy, Revised on 4/01/2022.*

6. OFFICIAL INVITATION EXPENSES

The City will cover expenses for any Councilmember and a guest at local events when the Councilmember and guest are jointly invited, and the Councilmember is serving in an official capacity. The City does not otherwise reimburse Councilmembers for expenses incurred by their guests.

7. COUNCIL RETREAT

At a mutually agreed upon date, the Council will hold an annual retreat to discuss Council goals and other important issues.

8. SELECTION AND RESPONSIBILITIES OF THE VICE MAYOR

The Vice Mayor is selected by a majority vote of the Council. Effective August 13, 2013, at the first workshop of January in each year, the Council will consider the appointment of a Vice Mayor for the year, with the Vice Mayor serving a calendar year term (January to January). At that workshop, nominations for Vice-Mayor will be discussed by the Council. If nominations are indicated by Councilmembers at the workshop, a formal nomination and selection process will be placed on the agenda for the next regular voting meeting following the workshop.

If the Vice Mayor is unavailable for any reason, the remaining Councilmember with the most years of service will serve as the interim Vice Mayor during the Vice Mayor's absence or for the remainder of the one-year term.

City Charter: Sec. 7. Vice Mayor.

The Council shall designate one (1) of its members as Vice Mayor, who shall serve in such capacity at the pleasure of the council. The Vice Mayor shall perform the duties of the Mayor during the Mayor's absence or disability.

(Above section amended February 24, 2015 by Resolution No. 4924)

9. COUNCIL COMMITTEES

At the first Workshop in June of each year, the Council will appoint membership to standing Council committees for the following fiscal year. The Mayor will ask the Councilmembers to indicate which committee they wish to serve on.

Each committee will be comprised of three members. The members of each committee will select their own chairperson at the first committee meeting. Councilmembers may not serve as Chairperson of more than one committee at a time unless the number of committees is greater than the number of Councilmembers. In that case, the limit is two chairmanships.

The Council may form a temporary (one-year) Council Committee and allow a defined number of members of the public to serve on the committee. The three members of the committee will select a Chair from amongst the Councilmembers serving on the committee. The committee will sunset one-year after the date of the first meeting. Any sunset extensions must be approved by the City Council.

Effective August 13, 2013, a two-year consecutive term limit with appointment annually for membership of councilmembers on Council subcommittees begins.

If new Councilmembers are seated prior to the annual selection of committee membership, the new Councilmembers will fill vacant committee positions for the remainder of the one-year term.

If any Councilmember wishes to add, delete or adjust any committee, the process indicated in City Council Guidelines, Section 2, "*Placing Items of Special Interest on Workshop Agenda*" is followed.

(Above section amended May 23, 2017 by Resolution No. R17-35 and January 28, 2025 by Resolution No. R25-09)

10. BOARD AND COMMISSION APPOINTMENTS

Board and Commission members will be appointed to serve by the Council in accordance with the Ordinance related to each Board and Commission. When vacancies occur, Councilmembers making recommendations to the Council are required to forward the application and his/her written recommendation to the Government Services Committee. The Government Services Committee will be responsible for reviewing the applications and making recommendations. The Committee will forward recommendations for Board and Commission membership and Chair designation to the full Council for discussion at Executive Session. The Council will approve Board and Commission members and the respective Chairs unless otherwise prescribed by ordinance. The appointment will be made when the majority of the Council agrees with a recommendation and a vote taken at a regular voting council meeting.

An appointment is made when the majority of the Councilmembers agree with a recommendation and a vote is taken at a regular voting council meeting. When consensus cannot be reached, the Councilmember will be responsible for bringing forward another nomination. Councilmembers should recommend appointment of individuals from their geographical district. If the district councilmember believes that an exception should be made, the issue shall be brought to the full Council for consideration.

If a Board or Commission member is not carrying out their assigned duties it is the responsibility of the Councilmember who recommended the appointment of the individual to counsel the member.

If a Board or Commission member has been properly counseled and is still not carrying out their assigned duties, the Code of Ethics addresses the removal of Board or Commission members for cause as follows, "Inappropriate behavior can lead to removal. Inappropriate behavior by a Board or Commission member should be communicated to the Chair of the Government Services Committee who will communicate to the Councilmember who presented the member for appointment. If inappropriate behavior continues, the situation will be brought to the attention of the Council and the individual is subject to removal from the Board or Commission in accordance with any applicable ordinance."

11. CONSTITUENT CONTACTS IN ANOTHER COUNCILMEMBER'S DISTRICT

As a courtesy, Councilmembers agree to keep each other informed of requests, telephone or personal contacts with constituents, businesspersons, etc., which may be of interest to another Councilmember with potential impacts to them.

12. WRITTEN COMMUNICATIONS FROM COUNCILMEMBERS

"City letterhead shall be used only when the Councilmember is solely representing and speaking on behalf of the City and within the Councilmember's official capacity. A copy of official correspondence should be given to the council office and Mayor's office staff to be maintained as a public record." *Sec. 4.c, Code of Conduct*

If the council member is representing the City, that Councilmember must consistently support and advocate the City's official position on an issue and cannot foster or further a personal viewpoint that is inconsistent with the official City position.

13. STATE/FEDERAL LOBBYING

"If a Councilmember appears before another governmental agency or organization to give a statement on an issue, the Councilmember must clearly state 1) whether his or her statement reflects personal opinion or is the official stance of the City; 2) whether this is the majority or minority opinion of the Council." *Sec. 4.a, Code of Conduct*

14. VIOLATIONS AND SANCTIONS

A. Process

1. The first and most important step in this section is the requirement that the offended Councilmember address the concern with the offending Councilmember including a description of the specific action observed, the relationship of that event to the Council Guidelines and, if applicable, the impact it had on the offended Councilmember. The purpose of this first step is to assure that an attempt has been made to discuss the issue and resolve the conflict without proceeding further. This step requires no formal action

and no involvement of other Councilmembers.

2. Either party may request, and both must agree, to seek a third party who will assist in facilitating the discussion toward a mutually satisfactory conclusion. If any expenses are incurred, they will be paid for equally from the district funds of each member engaged in the mediation.
3. If the situation cannot be settled through the process in steps (1) and (2), either Councilmember may choose to refer the concern to the entire Council for their review. The Council will serve as a committee of the whole for purposes of Council Guidelines violation and sanction consideration.
4. To present the concern to the Council, the offended member must advise the offending Councilmember that the issue will be taken to the Council and subsequently ask the City Manager to post the issue for the earliest upcoming executive session. All laws pertaining to executive session will apply. Included in those rules is the option for the offending Councilmember to exercise their right to request that the discussion be held in an open hearing. The City Attorney's Office will prepare a notice to the Councilmember or Councilmembers that are to be discussed in executive session as required by law.
5. The Council will discuss the issue in order to:
 - a. become fully informed;
 - b. determine if there appears to be a violation of the Council Guidelines;
 - c. seek resolution without further action or, if necessary, schedule the issue for an upcoming public hearing for final determination regarding whether a violation occurred and if necessary;
 - d. determine what sanction is most appropriate; customarily, sanctions are limited to a letter of reprimand or censure.
6. A 2/3 vote of the Council at a regular voting council meeting will be required for a determination that a violation has occurred and likewise, a 2/3 vote for the sanction to be imposed.
7. If a sanction is imposed, the language will follow a specific format to be established by the Council and used consistently as such situations occur.

B. Effects of Violations

The Council Guidelines document alone does not provide a basis for challenging the validity of any final enactment, resolution, decision, determination, or recommendation of the council, a board or a commission.

Legislative History of the City Council Guidelines

Adopted: May 26, 2009, Resolution No. 4269
Amended: January 18, 2013, Resolution No. 4635
September 10, 2013, Resolution No. 4722
November 24, 2014, Resolution No. 4895
February 24, 2015, Resolution No. 4924
May 23, 2017, Resolution No. R17-35
January 28, 2025, Resolution No. R25-09



City of Glendale

Finance Administrative Policy

No. 7

Title:	TRAVEL AND EXPENSE REIMBURSEMENT POLICY		
Effective:	12/15/70	Last Revised on:	04/01/22
Contact:	Finance Department 623-930-2480		

PURPOSE:

To provide clear and consistent guidelines for employees and other non-elected officials traveling on city business and requesting reimbursement while protecting the interest of the city.

It is the duty of all travelers to carefully weigh any expenditure of public funds. Travel expenditures should only be incurred when there is a clear business need that benefits the city. It is the responsibility of the traveler to maintain correct and proper records to report only authorized city business related expenses when reporting expenses for travel. In addition, it is the employee responsibility when requesting reimbursement for expenses to make sure the expenditures reflect allowable City business, are documented, and receive proper authorization.

APPLICATION:

This policy is applicable to all City of Glendale employees, contract employees, temporary employees, agents, volunteers, and contractors unless otherwise specified. To the extent that elected officials resolve to follow this policy, certain exceptions may apply.

DEFINITIONS:

Finance Department means the Budget and Finance Department as indicated on the City's current organizational chart, or any other successor department with similar finance related duties and responsibilities.

Finance Director means the Budget and Finance Director as indicated on the City's current organizational chart, or the director of any successor department with similar finance related duties and responsibilities

Local Travel – Any travel that occurs within the limits of Maricopa County.

Out-of-Town Travel - Any travel that goes beyond the limits of Maricopa County.

Out-of-State Travel - Any travel that goes beyond the limits of the State of Arizona.

POLICY:

A. Overview:

1. When traveling to conduct the city's business, all travelers must conduct themselves appropriately and follow this Finance Administrative Policy (Policy) to ensure that payments made by the city are for actual and necessary expenses incurred for city business.
2. Specific procedures, as managed by the Finance Department in implementing this Policy, are referenced in this document. The employee and the employee's supervisor are responsible for adhering to this policy and all other city policies and procedures while traveling on city business.
3. Refer to the city's procurement card guidelines whenever using a city procurement card for any travel expenditures. All expenditures must comply with the city's procurement card guidelines. All expenditures paid on a City issued procurement card must also be reported on a travel and expense reimbursement online form.
4. The appropriate online Travel Expense Claim form must be completed within 30 days of the end of the trip to report all charges incurred on the trip, regardless of how the expenses were paid. If applicable, requests for reimbursement must be submitted and approved by the traveler's department director or designee within 30 calendar days from the end date of the business travel.
5. An online Estimated Expense Claim Form is required for all out-of-state travel and all local or out-of-town travel which qualifies for per-diem allowance, involves an overnight stay, or mileage reimbursement. This applies regardless of whether or not the traveler is seeking a reimbursement for expenses.
6. An Expense Claim Form is not required for one-day local or out-of-town travel which does not qualify for a per-diem allowance, an overnight stay, or mileage reimbursement.
7. Traveler's requesting mileage reimbursement must complete an online Estimated Travel Expense Claim Form with appropriate documentation attached and approved by the traveler's department director or designee.
8. All cash advances and reimbursements for valid City expenditures will be processed by payroll and paid to the employee on their normal biweekly paycheck.
9. Exceptions to this policy may be allowed if they are requested in writing and approved

by the City Manager or designee.

B. Advanced Approval Required:

1. Travelers must submit an online Estimated Travel Expense Form and obtain all required approvals prior to obligating city funds or incurring expenditures related to their future travel. The traveler's department director or designee must approve all requests for travel and reimbursements.
2. The City Manager or designee must approve all out-of-state travel.
3. The City Manager, Assistant City Manager or designee must approve all requests for travel and reimbursements for Police Chief, Fire Chief, Department Directors and above.
4. In cases of emergency travel, when there is not enough time to request an advanced approval, a memo from the Department Director authorizing and explaining the emergency travel must be submitted using the online Actual Travel Expense Claim Form.
5. To the extent that elected officials resolve to follow this policy, this section does not apply.

C. Applicable Online Forms:

The online forms when preparing to travel on city business and when reporting travel expenses and requesting reimbursements for city business can be accessed through the Employee Self Service (ESS).

1. Employees must complete an Estimated and Actual Travel Expense Claim Forms for the appropriate travel type.

D. Non-Allowable and Non-Reimbursable Expenditures:

1. All expenses must comply with I.R.S. guidelines for travel expenses. In addition, there are certain common expenses that are generally not necessary in the performance of the city's business. Common non-reimbursable expenditures are included in this section, but this is not an all-inclusive listing. The City Manager, Assistant City Manager, Department Director or designee reserves the right to specifically authorize or deny expenditures if deemed unreasonable. To the extent that elected officials resolve to follow this policy, they may determine what expenses are reasonable under the circumstances.

Examples:

1. Any personal expenses and all expenses related to the inclusion of family or guest(s) while traveling.

2. Non-business/personal air travel, auto rental, meals, and hotel arrangements.
3. Purchases of alcohol, tobacco, guest movies, games, or personal items.
4. Expenses incurred for laundry, valet parking or dry-cleaning uses.
5. Traffic and parking tickets and fines.
6. Repair costs for personal vehicles.
7. Baggage over limit fees without approved written justification.
8. Priority boarding fees and airline seats premiums or upgrades, unless other options are not available.
9. Any expenses deemed to be excessive and/or not justified for city business by the City Manager, Assistant City Manager or employee's Department Director.

E. Allowable and Reimbursable Expenses for City Related Business:

All expenses must comply with I.R.S. guidelines for travel expenses. There are certain common expenses that are generally necessary in the performance of the city's business. Common reimbursable expenditures are included in this section, but this is not an all-inclusive listing. The City Manager, Assistant City Manager, Department Director or designee reserves the right to specifically authorize or deny expenditures if deemed unreasonable. To the extent that elected officials resolve to follow this policy, they may determine what expenses are reasonable under the circumstances.

1. Transportation

a. Commercial Airfare

The maximum amount allowed for airfare will be for the reasonable cost of a round-trip, coach ticket from Phoenix to the airport nearest the business destination.

- i. If a traveler travels to or from an airport other than Phoenix, the actual cost of such airfare is allowed, up to the cost of the similar ticket to or from Phoenix.
- ii. If a traveler travels to or from an airport other than the one nearest the business destination, the actual cost of such airfare is allowed, up to the cost of the similar ticket to or from the nearest business destination.
- iii. Use of carry-on luggage is preferred. However, the cost of one checked bag is allowed, if applicable.

b. Use of City Vehicles

- i. The City Manager, Assistant City Manager or Public Safety designee may authorize Police and Fire personnel to travel out-of-state in city-owned vehicles when such trips would be to the economic or operational benefit of the city.
- ii. Use of all other city-owned vehicles for out-of-state travel is prohibited unless specifically authorized and approved in writing by the City Manager, Assistant City Manager or designee.
- iii. For local travel using a city vehicle, fuel should be obtained from city fueling facilities whenever possible.
- iv. City vehicles used outside the local travel area, fuel can be purchased using a procurement card. If no procurement card is available, expenses are allowed at actual cost with proper documentation.

c. Privately-Owned Vehicles

- i. The use of a city vehicle or public transit is preferred for local travel.
- ii. Use of a privately-owned vehicle must be pre-approved by the traveler's Department Director when requesting reimbursement for mileage.
- iii. Employees with a dedicated city-owned vehicle are not eligible to receive a car allowance or a mileage reimbursement for authorized use of a privately-owned vehicle. Employees who receive a car allowance are not eligible to receive reimbursements for mileage, parking or valet parking fees, parking tips, tolls, or other similar fees associated with parking or driving during city related business.
- iv. Privately-owned or rental vehicles are approved for transportation, the reimbursed cost shall in no case exceed the cost of air travel for the same trip.
- v. Travelers may be reimbursed for authorized use of a privately-owned vehicle for city business. The mileage reimbursement rate per mile will be updated periodically in accordance with the approved IRS guidelines. Mileage rates can be found at <https://www.gsa.gov/travel-resources>. The origination and destination of the trip and the number of miles must be indicated on the Estimated and Actual Travel Expense Claim Forms.
- vi. The City does not furnish any insurance for the protection of a privately-owned vehicle because of an accident while using or operating a privately-owned vehicle. State law mandates liability insurance for all private motor vehicles. All employees are required to carry liability insurance coverage to be authorized to drive a privately-owned vehicle

on City business. If an accident does occur while using a privately-owned vehicle for city business, the privately-owned vehicle's insurance will be the primary coverage and will be expected to provide the protection. The employee will be responsible for all deductibles.

- vii. When City or privately-owned vehicles are used for out-of-town or out-of-state travel, the lodging, meals, and travel time expenses will be allowed on the same basis as if the employee had traveled by air. Any extra travel days required are the responsibility of the employee. This is a personal choice of the employee to travel by vehicle in lieu of air travel and therefore any travel problems created by this choice are the responsibility of the employee.
- viii. Mileage will be reimbursed based on the most direct route from the point of departure to the point destination and return. The cost of travel between a personal residence and the normal place of work is not reimbursable regardless of the distance.
- ix. Tolls and parking fees are allowed if incurred while driving for city business (excluding to and from work). When possible and applicable, use long-term economy parking rather than the short-term parking.

d. Rental Vehicles

- i. Travelers must have prior written approval from the City Manager, Assistant City Manager, or Department
- ii. Director and provide documentation supporting the need for a rental vehicle. The rental vehicle must be procured using the best possible rate to the city.
- iii. For rental vehicles used for travel at the destination, the allowable cost will be limited to the actual cost of fuel and rental fees. Rental vehicle insurance is not to be purchased and will not be allowed. If an accident occurs and the traveler is at fault, the city's self-insurance program provides liability coverage for accidents in the course and scope of employment and damage coverage for the vehicle while it is in the care, custody, or control of the traveler. The city's Risk Management division will assist the traveler in handling the claim.
- iv. If a traveler rents a vehicle for personal use, the city will not pay for either the cost to rent the vehicle or damage to the vehicle if an accident occurs.

e. Ground Transportation (Shuttles, Taxis, etc.)

- i. It is the traveler's responsibility to use the most economical means available for ground transportation, including ride-sharing whenever

possible. Shuttle and taxi services to and from the airport for city business purposes are allowed.

- ii. If using a privately-owned vehicle, mileage from the traveler's normal place of work to the airport is considered an appropriate ground transportation charge. Mileage from home to the airport will be allowed less the mileage for the normal commute from home to the normal place work.
- iii. The mileage must be noted on the appropriate Travel Expense Claim Form and will be allowed at the standard mileage rate as set by the IRS.
- iv. For out-of-town or out-of-state travel, expenses for the most economical form of local transportation, such as shuttle, taxi and bus fare, will be allowed whenever such transportation is necessary to conduct city business. Travelers must use any available public transportation or shuttle services provided by the hotels, conferences, organized events, etc. whenever possible.

2. Lodging

- a. It is suggested that travelers make arrangements to stay at a hotel that is close to the business meeting or training facility. Travelers should always inquire about government room discount rates and the event's discount.
- b. Lodging costs should be paid by procurement card whenever possible. Hotels usually request a credit card number to reserve the first night's stay. If the traveler has a City issued procurement card with adequate credit available, then that card should be used. If the traveler does not have a City issued procurement card or their limit is insufficient, then another employee in their department may use their procurement card on the traveler's behalf. If another employee's card is used for the bill, a Hotel Authorization Form should be submitted to the Hotel by fax or in person as authorization for the charges.
- c. Lodging arrangements must be made at the standard, single occupancy, non-deluxe accommodation rate for the traveler only. If the traveler has secured accommodations other than previously stated, it is the traveler's responsibility to find out the single, standard, non- deluxe rate and provide a written explanation for the difference. In no event will the city reimburse or pay for any exceeding difference in the room rate. Expenses for personal or vacation time used before or after necessary city business are also non-allowable expenses (e.g. room expenses for arriving a day early for personal reasons are not reimbursable.)
- d. Travelers who have guests stay in the hotel will be responsible for paying any difference in the room rate. No expenses of any kind will be reimbursed for guests.

- e. Expenses will be allowed for other lodging charges appropriate to the purpose of the trip (e.g., internet connection).
- f. Detailed receipts for all lodging charges must be provided to obtain reimbursement and to provide documentation of the number of days attended at an event.

3. Meals

- a. Meals are only allowable expenses when traveling out-of-town or out-of-state. Meal expenses during local travel for half-day or one-day events are not allowed.
- b. The city will pay for authorized meals based on the per-diem allowances established by the U. S. General Services Administration (GSA). Current rates are available at <http://www.gsa.gov/portal/category/100120>, unless the travel expenses are being subsidized by a grant or other restricted funding source with a different allowable per-diem rate.
- c. The city will not pay for meals (via advance, reimbursement or p-card) that have already been paid for as part of a conference or event registration fee. This applies even if the traveler incurs an expense because they did not eat the meal provided at the conference or event. The traveler must complete the Per Diem section of the Travel Expense Claim Form and calculate the allowed per diem based on the partial per diem amounts for only those meals that were not included in the registration fee. Partial per diem rates are available on the GSA website at <http://www.gsa.gov/portal/content/101518>.
- d. For the first and last day of travel, calculate the applicable per-diem based on the following travel start and stop times: Breakfast 7:00 a.m., lunch 12:00 p.m., dinner 6:00 p.m. If the employee is traveling by air, the start of the travel time is assumed to be 2 hours prior to the time the flight is scheduled to depart and the stop time of the travel is assumed to be when the flight lands.
- e. If a traveler receives a per-diem allowance for meals but it is determined that the cost of that meal was paid for by another person using city funds (via advance, pro-card or reimbursement), the traveler will not be allowed to claim the per-diem allowance for that meal. If the traveler was given a travel advance, they may be required to reimburse the city for the value of the per-diem allowance for that meal.
- f. Elected officials may elect to use either the per diem method, or actual expenditures from itemized receipts can be submitted for all reasonable meals incurred while traveling. Per I.R.S. guidelines, itemized expenses must be supported by detailed cash register receipts and attached to the Travel Expense Report.

4. Registration Fees

Registration costs should be paid by procurement card whenever possible. Charges for registration at any authorized meeting or convention are allowed. A receipt or other proof of payment and a copy of the conference/registration form (with dates, times, and meals provided) or other supporting documentation indicating the purpose/business nature of the trip (e.g. travel brochures, bulletins, etc.) must be attached to the appropriate Travel Expense Claim Form.

5. Telephone and Electronic Communications and Internet Usage

For more information refer to Finance Administrative Policy #4 City Paid Mobile and Electronic Devices or Reimbursement and the City's Electronic Communications and Internet Usage Policy.

During travel, city business-related telephone and Internet usage may be reimbursed.

6. Tips and Gratuities

Reasonable expenses for tips and gratuities are allowed. Tips are to be written on the bottom of the receipt (i.e. hotel, taxi, etc.) for the particular service. Reasonable tips and gratuities are defined as approximately 20% of the cost for service but may be less.

F. Advance Payments

1. If, in the judgment of the employee's department director, the estimated expense for the travel is too high to expect the employee to finance the trip and be reimbursed upon returning, the department director or designee may authorize advance payment of the estimated travel amount to the employee. To receive an advance payment, the Estimated Travel Expense Claim Form must be approved and in Accounts Payable approval queue, no less than 3 weeks before the trip.
2. Advancing money for travel expenses does not constitute approval for expenditure of the entire amount advanced. All allowable expenditures must be justified and approved on the Estimated Travel Expense Claim Form. If the actual expense incurred is less than the advance, the traveler must reimburse the city for the difference. The reimbursement to the City will be processed through payroll and deducted from the traveler's paycheck.
3. If an employee separates from the City, any outstanding travel advance funds at time of separation must be returned to the City immediately. The outstanding travel advance will be deducted from the final paycheck. Failure to complete a travel advance claim within 30 days may result in the advance funds being reported as taxable income to the employee.

G. Non-Exempt Employee Travel

1. Employees in positions classified as non-exempt under the FLSA are eligible for compensation for the time they spend traveling. Compensated travel must take place within normal work hours as defined in HR Policy #301.
2. Travel time is defined as including the time the employee arrives at the airport to the time the employee reaches the destination (hotel or temporary worksite.) When returning home, the destination is the airport of final arrival.
3. Travel between home and work or between the hotel and the temporary worksite is considered normal commuting and is not eligible for pay.
4. Travel time within normal work hours, as defined in HR Policy #301, is treated as hours worked and subject to overtime.
5. Travel time outside of work hours is not subject to overtime and is considered to be outside of work travel.

H. Travel for Business During National/International Conflict or Crisis

All travel into regions affected by national or international conflict or crisis must be pre-approved by the City Manager or designee and limited to those situations where business cannot be conducted by any means other than by traveling.

I. Authorized Signer/Reviewer Assignments for Elected or Appointed Officials

The following are assigned to receive, review and when complete, approve as reviewer on the Travel Expense Claim for the cardholders identified below:

City Judge, City Clerk, City Attorney, City Manager—Reviewer role will be filled by the Budget and Finance Director or Assistant Finance Director.



Lisette Camacho
Budget and Finance Director