

**RESOLUTION NO. 2006-295**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE  
ADOPTING EXPENSE REIMBURSEMENT POLICY FOR MEMBERS OF THE  
CITY COUNCIL, PLANNING COMMISSION, AND OTHER ADVISORY  
COMMITTEES OR GROUPS**

**WHEREAS**, the City of Elk Grove ("City") recognizes the constructive value of professional conferences, seminars, meetings, and training and provides travel funds and reimbursement for the members of the Elk Grove City Council, the Planning Commission, and other advisory committees or groups who attend such official events;

**WHEREAS**, the City also recognizes the importance of optimizing the use of public funds by utilizing the most economic methods available in the conduct of City business away from City Hall;

**WHEREAS**, the members of the Elk Grove City Council, the Planning Commission, and others shall be entitled to reimbursement for their actual and necessary expenses associated with travel, meals, lodging and other expenses associated with attending such events in accordance with this expense reimbursement policy; and

**WHEREAS**, this policy satisfies the requirements of California Government Code, Sections 53232.2 and 53232.3;

**WHEREAS**, this policy supplements the definition of actual and necessary expenses for purposes of state laws relating to permissible use of public resources;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Elk Grove hereby adopts:

**I. Application of Policy**

This expense reimbursement policy ("Reimbursement Policy") only applies to current members of the City of Elk Grove "legislative bodies," which includes members of the City Council, the Planning Commission, and other advisory committees or groups, as defined in Section 54952 of the California Government Code (each individually as "Member").

## **II. Authorized Occurrences for Reimbursement**

- a) All reasonable actual and necessary expenses incurred by any Member engaging and/or participating in any of the following activities and/or events constitute authorized and reimbursable expenses, as long as other requirements of this Reimbursement Policy are also satisfied ("Authorized Occurrence" or "City business"):
  - 1) Communicating with representatives of local, regional, state and federal government and their various agencies and entities regarding the City's interests or adopted policy;
  - 2) Attending educational seminars designed to improve Member's skill and information levels, including convention or meeting registration fees, as long as proof of attendance is demonstrated by proper documentation;
  - 3) Participating in local, regional, state and federal organizations whose activities discuss or affect the city's interests; or
  - 4) Attending City sponsored events, implementing decisions of the City Council, representing the interests of the City Council, or otherwise fulfilling official City business.
- b) All reasonable actual and necessary expenses that are outside the Reimbursement Policy or that do not comply with the rates set forth in IRS Publication 463 (or any successor publication), must be approved at a public meeting of the City Council prior to the time the expense is incurred.

## **III. Unauthorized Expenses**

- a) The following expenditures incurred by any Member in the performance of their official duties shall not be reimbursed:
  - 1) The personal portion of any trip;
  - 2) Political contributions;
  - 3) Family expenses, including those of a partner when accompanying a Member on official business, and child or pet care;

- 4) Entertainment Expenses, including, but not limited to, theatre, shows, movies, sporting events, golf, spa treatments, etc.;
- 5) Alcoholic beverages or tobacco;
- 6) Fines, parking tickets, towing, impound fees, or any other traffic violation;
- 7) Non-mileage personal automobile expenses including repairs, insurance, or gasoline; or
- 8) Personal losses incurred while on City business.

#### **IV. Travel**

##### **a) General Rules**

- 1) All travel on City business shall be by the most reasonable mode of transportation available;
- 2) Government and group rates shall be used when offered and available;
- 3) Travel expenses shall be allowed or reimbursed for days actually spent on City business and for programmed days of conferences or meetings;
- 4) Reimbursement for air travel or car rental will be made only for travel of more than 200 miles roundtrip. For travel under 200 miles, the City requires use of City or private vehicles, unless prior approval is made by the City Manager.

##### **b) Air Travel**

Reimbursable airfare must be at economy, coach, or voucher fare available at the time of purchase. Members shall use government and group rates for travel offered in conjunction with the event when available. No Member shall be reimbursed for the cost of first class air travel except in extraordinary circumstances and when prior approval has been made by the City Council in a public meeting.

c) Vehicular Travel

1) Use of Private Vehicle

If a personal vehicle is used for travel, reimbursement shall be based on the current IRS rate. Mileage reimbursement is not available for individuals with a car allowance.

2) Rental Cars

When a rental car is necessary, the City recommends use of Enterprise Rental because of a City discount agreement with the company. Car rental agreements should be for mid-sized economy sedans, unless a larger vehicle is necessitated by the number of City representatives traveling.

d) Other modes of travel

Fares for rail, bus, and taxi cabs, including tolls and parking will be reimbursed at actual cost, including reasonable gratuities up to 15 percent.

**V. Lodging**

a) When lodging is in connection with a conference or other organized educational activity, reimbursable lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking or any government rates offered. If the group rate is not available, the lodging costs should be comparable to the group rate.

b) A Member is authorized for reimbursement for single-occupancy accommodations at group or government rates shall be secured, when available. When lodging is based on the personal preference of the individual resulting in additional expenses above the standard lodging rate, no reimbursement shall be made for the additional expenses. Members must request exemption of the California Transit Occupancy Tax from other local jurisdictions by providing the City's federal tax ID number, if applicable.

## **VI. Meals**

- a) Member shall be entitled to reimbursement for meals and associated gratuities in an amount equivalent to and not to exceed \$75.00 per day for all non-local or overnight travel related to an Authorized Occurrence.
- b) All receipts shall be submitted in accordance with expense reporting, as outlined in VIII below. Per diem for meals is not available when a Member attends a conference or educational seminar and meals are provided with registration fees.
- c) The Cal Card should not be used for meals and incidentals when per diem has been requested. Use of the Cal Card for meals and incidentals must be in connection with a business purpose as demonstrated by submission of verifying documentation. Unverified expenses on the Cal Card must be repaid by the traveler.
- d) When a Member attends a conference or other organized educational activity, and a meal or meals are provided as part of the activity, Member shall not be reimbursed for any separate meal unless dietary needs require that the Member purchase a different meal and/or City business necessitates that the Member miss the hosted meal.

## **VII. Miscellaneous Expenses**

- a) Member shall be entitled to reimbursement for miscellaneous expenses incurred in the performance of their official duties and in the course and scope of their activities as a Member and which are reasonably related to City business including:
  - 1) Actual cost of telephone, cellular, fax, and Internet charges when the Member is away from City Hall. Member should attempt to use City provided calling cards or a City-issued cellular phone when possible.
  - 2) Other miscellaneous charges reasonably related and necessary to the activity, including gratuities, parking, shuttle and taxi charges. Actual expenses for dry cleaning/laundry are reimbursable for out-of-town stays exceeding 5 days.


### **VIII. Procedures for Reimbursement**

- a) Member shall make their own travel arrangements, unless otherwise authorized by the City Manager.
- b) In order to receive reimbursement Member shall complete and submit a City of Elk Grove Travel and Expense Claim Form and Report ("Form") to the Department of Financial Services within a reasonable time after incurring the expense and, in any event, no later than 30 days thereafter. The Form shall be accompanied by all receipts documenting each expense, including those acquired from the use of a Cal Card or City credit card. The Member shall verify that the expenses for which reimbursement is sought were incurred on behalf of the City in the performance of official duties and that they meet the policies established herein.
- c) All documents related to reimbursable expenditures, including but not limited to the Form and actual receipts are public records subject to disclosure under the California Public Records Act of 2004. (Gov. Code, 6250, et seq.) Any personal information including credit card numbers contained on any receipts may be redacted before publicly releasing such records.
- d) Member shall provide a brief report on out-of-town events, meetings or educational seminars attended at the expense of the City at the next regular meeting of the City Council. If multiple Members attended the same event, meeting, or seminar, a joint report may be made.


### **IX. Audits of Expense Reports**

All expenses are subject to verification that they comply with this Reimbursement Policy.


**PASSED AND ADOPTED** by the City Council of the City of Elk Grove this 13th day of December 2006.

  
SOPHIA SCHERMAN,  
MAYOR PRO TEM of the  
CITY OF ELK GROVE

ATTEST:

  
PEGGY E. JACKSON, CITY CLERK

APPROVED AS TO FORM:

  
ANTHONY B. MANZANETTI,  
CITY ATTORNEY

**CERTIFICATION  
ELK GROVE CITY COUNCIL RESOLUTION NO. 2006-295**

STATE OF CALIFORNIA       )  
COUNTY OF SACRAMENTO    )  
CITY OF ELK GROVE         )       ss

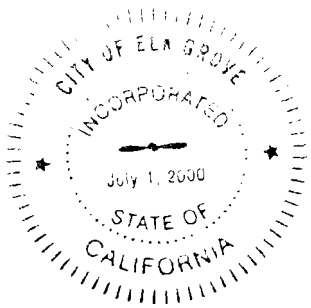
*I, Peggy E. Jackson, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on December 13, 2006 by the following vote:*

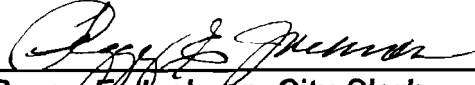
**AYES :       COUNCILMEMBERS:       Scherman, Cooper, Leary, Davis, Hume**

**NOES :       COUNCILMEMBERS:       None**

**ABSTAIN :   COUNCILMEMBERS:       None**

**ABSENT:     COUNCILMEMBERS:       None**



  
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**Peggy E. Jackson, City Clerk  
City of Elk Grove, California**