

RESOLUTION NO. 2009-212

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE REPEALING RESOLUTION NO. 2006-295 AND ADOPTING AN EXPENSE REIMBURSEMENT POLICY FOR MEMBERS OF THE CITY COUNCIL, PLANNING COMMISSION, AND OTHER ADVISORY COMMITTEES OR GROUPS

WHEREAS, the City of Elk Grove (“City”) has previously adopted Resolution No. 2006-295 to provide for the reimbursement of expenses for attending professional conferences, seminars, meetings, and training; and

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; and

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; and

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 repeals Resolution No. 2006-295.

NOW, THEREFORE, BE IT FURTHER 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 Internal Revenue Service (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.
- c) Prior to seeking reimbursement for travel and other expenditures related to service on boards and commissions, the Member shall first seek reimbursement for those necessary and actual expenditures from the board or commission. Only if the reimbursement is denied by the board or commission shall the Member seek reimbursement from the City.

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; or
- 9) Mileage expenses incurred for any travel within the corporate limits of the City of Elk Grove.

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 Transient 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 the IRS guidelines and other City policies in effect.
- b) All receipts shall be submitted in accordance with expense reporting, as outlined in VIII below. Reimbursement for meals is not available when a Member attends a conference or educational seminar and meals are provided with registration fees.
- c) 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. Procedures for Reimbursement

- a) Member shall make their own travel arrangements, unless otherwise authorized by the City Manager.
- b) In order to receive reimbursement for an Authorized Occurrence not requiring overnight accommodations, each Member shall complete and submit a City of Elk Grove Expense Form ("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. A copy of the "Form" is attached to this Resolution as Exhibit "A" and is incorporated herein by this reference.
- c) In order to receive reimbursement for an Authorized Occurrence requiring overnight accommodations, each Member shall complete and submit a City of Elk Grove Travel and Training Request Form ("Request") to the Department of Financial Services within a reasonable time prior to attendance at the Authorized Occurrence. The Request shall be completed upon return from the Authorized Occurrence and shall be returned to the Department of Financial Services no later than 30 days thereafter. The Request 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. A copy of the "Request" is attached to this Resolution as Exhibit "B" and is incorporated herein by this reference.
- d) 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. (Gov. Code § 6250, et seq.) Any personal information including credit card numbers contained on any receipts may be redacted before publicly releasing such records.

- e) The Consent Calendar of the City Council meeting shall contain an item entitled "Acceptance of the Meeting Attendance Reports" for each month that requests for reimbursement of travel-related expenses are received. This report shall be deemed to satisfy the requirement for compliance with Government Code Section 53232.3(d), which requires that members of legislative bodies report on meetings attended for which there has been expense reimbursement or other compensation.

- f) In addition to the report specified in subsection (d), above, a Member may 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.

VIII. 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 28th day of October, 2009.




PATRICK HUME, MAYOR of the
CITY OF ELK GROVE

ATTEST:

APPROVED AS TO FORM:



SUSAN J. BLACKSTON, CITY CLERK

SUSAN COCHRAN, CITY ATTORNEY

EXHIBIT B

Please type or print in blue or black ink

Side A

CITY OF ELK GROVE TRAVEL AND TRAINING REQUEST FORM

Employee Information Section

1. Traveler		3. Department/Division	
2. Position Title		4. Phone #/E-Mail Address	

Trip Information Section

5. Purpose of Trip	6. Destination			
7. Mode of Travel	Air (Y/N)	Pool Car (Y/N)	Rental Car (Y/N)	Other (explain)
<i>If the most economical method of travel is not selected, please provide documentation supporting the alternate request</i>				
8. Private Vehicle (Y/N)	9. Departure Date	11. Departure Time		
Approximate Mileage	0			
Current Mileage Rate	0.550	10. Return Date	12. Return Time	

Estimated Expenses Section

13. Transportation Private Vehicle Mileage 0 00 Airfare Car Rental Other (Parking, Taxi) Total Transportation 0	14. Meals & Lodging Number of Breakfasts 0 Number of Lunches 0 Number of Dinners 0 Number of Nights Lodging 0 Lodging Cost per Night, incl Tax 0	includes tips x \$ 14 = 0 x \$ 20 = 0 x \$ 30 = 0 Total Meals 0 Total Lodging 0	15. Other Expenses Incidentals 0 Registration 0 Total Other Expenses 0 16. Total Estimated Expenses \$ -
--	--	--	---

Attach supporting documentation when applicable, including conference/training flyer, estimated private mileage map commencing and ending at work, airfare quote, car rental quote and a breakdown of incidentals and other transportation expenses. Exclude meals or other benefits provided with registration or lodging.

Travel Coordinator Section

17. Travel Coordinator		18. Phone No.		19. Process Travel Advance	Y N
------------------------	--	---------------	--	----------------------------	-------

Accounting Section

20. Fund Number(s)/Name(s)	
----------------------------	--

The proposed expenses are appropriated and align with eligible purposes per the City's Travel & Expense Administrative Policy. I have read the policy and agree to abide by the terms stated therein.

21. Employee Signature		Date	22. Department Head (or Designee)		23. City Manager (or Designee) Authorization		Date
------------------------	--	------	-----------------------------------	--	--	--	------

Please type or print in blue or black ink

Side B

CITY OF ELK GROVE EMPLOYEE EXPENSE RECONCILIATION FORM

Expense Types:	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Expense Sub-Total	Payment Status	General Ledger Account Code
Dates:											
Departure /Return Time:											
Registration									0		
Transportation									0		
Airfare									0		
Rental Vehicle									0		
Pooled Vehicle									0		
Private Vehicle									0		
Taxicab									0		
Parking									0		
Lodging									0		
Meals									0		
Breakfast									0		
Lunch									0		
Dinner									0		
Other (list):									0		
									0		
									0		
Total Travel Expenses	0	0	0	0	0	0	0	0	0		

Less (attach receipts):

Comment Box:

Direct Vendor Pmts

Cal Card Charges

Traveler Advances

Subtotal Prepayments

Net Due Employee/(City)

0

0

The employee verifies attendance at the approved function and that the expenses reported are actual and eligible per the City's Travel & Expense Administrative Policy.

Employee Signature

Date

Department Head Signature

Date

CERTIFICATION
ELK GROVE CITY COUNCIL RESOLUTION NO. 2009-212

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

I, Susan J. Blackston, 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 October 28, 2009 by the following vote:

AYES : **COUNCILMEMBERS:** *Hume, Cooper, Davis, Detrick*

NOES: **COUNCILMEMBERS:** *None*

ABSTAIN : **COUNCILMEMBERS:** *None*

ABSENT: **COUNCILMEMBERS:** *Scherman*


Susan J. Blackston, City Clerk
City of Elk Grove, California