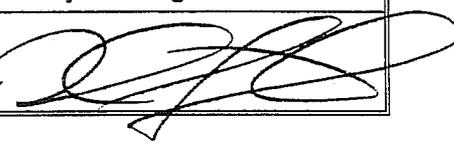




**ADMINISTRATIVE  
POLICY AND PROCEDURE**

<b>Subject:</b> Travel Expense Policy And Procedure	<b>Index:</b> <b>Number:</b> 02-4
<b>Effective Date:</b> 07/29/02	<b>Prepared By:</b> Randy Anstine City Manager
<b>Supersedes:</b> New	<b>Approved By:</b> 

**1.0 PURPOSE:**

The purpose of this Policy and Procedure is to ensure that uniform and standard procedures are followed which are consistent, comprehensive and explicit for City employees for travel and business expenses incurred on behalf of the City of Greenfield.

**A. Authorization and Approval Levels**

Travel Advances and Travel Expense Reports are approved by the department director for employees within his or her department, by the City Manager for employees reporting directly to him or her. The Finance Department Director must also approve travel Advances and Travel Expense Reports.

**B. Compliance Responsibility**

The Finance Director is responsible for processing expense reports and reviewing them for compliance with City policies and procedure. The Finance Department is responsible for processing expense reports for payment.

### **C. Policy Change and Disputes**

Any dispute regarding interpretation of this policy and procedure, as well as any serious non-compliance with this policy and procedure, is to be referred to the appropriate approval authority as designated above.

### **D. Reporting Requirements**

All expenses incurred for travel must be reported on the Travel Expense Report (Exhibit attached) whether paid by the employee or charged directly to the City.

## **2.0 POLICY:**

The City of Greenfield shall reimburse employees for reasonable and necessary travel expenditures incurred in the course of conducting the business of the City. When incurring expenses on behalf of the City, employees must recognize that the City is a public institution and that expenses involve the use of public funds. Adequate substantiation of expenditures is required. The nature and amount of expenses incurred may vary according to the objectives of the assignment, circumstances and location. Each individual incurring the expenses and the supervisory level approving expense reports requires good judgment in the appraisal of the reasonableness of expenses.

Expenses which include both business and non-business (personal) items must be properly allocated to report only the business portion of the expenditures for reimbursement. Expenses, to the extent they are lavish or extravagant, are not regarded as reasonable and are not reimbursable.

## **3.0 *Travel Expenses***

All requests to travel on City business outside of the State of California shall be approved in advance by the City Council. All requests to travel on City business within the State of California, but outside the Monterey County area shall be approved by the appropriate department director.

Travel expenses include air and ground transportation, City automobile usage, personal automobile usage, car rentals for business purposes, meals and tips, lodging, non-meal tips, telephone, telegraph and fax, parking, tolls and other related expenses. Receipts are required for all reimbursable expenses over \$10.00, for which receipts are normally available.

## **A. Transportation**

### **1. Air Travel**

City approved air travel shall be routed through San Jose International Airport to the greatest extent practicable. City departments shall make their own travel reservations. Every effort should be made to travel at the lowest cost, i.e., staying over on Saturday and planning far enough in advance to take advantage of lower fares and discount hotel rates.

The class of air travel shall be coach only. Original carbons of air travel tickets must be submitted with the Travel Expense Report. The class of ticket is to be utilized as issued. If a lesser-cost ticket is substituted for any reason, the cost savings is to be remitted to the City.

### **2. Automobile Travel**

With the approval of the department director, employees may drive their own car for their own convenience when a pool car is unavailable. Reimbursement for mileage driven may not exceed the cost of appropriate airfare and related ground transportation. Therefore, the employee should check the cost of air fare versus mileage at the current approved rate (currently \$.32 ½ per mile) before deciding to drive. The current approved rate will be the prevailing IRS mileage allowance rate. If automobile travel is selected for the employee's convenience, the time beyond normal air travel is not chargeable to the City's time. If automobile is selected for the employee's convenience, the mileage allowance may not exceed the cost of air travel.

### **3. Car Rental**

When traveling, compact or mid-size vehicles should be rented. Most car rental agencies provide a discount to government agencies traveling on business. Employees may purchase the CDW (Collision Damage Waiver). However, employees should not purchase any additional liability, medical payments or uninsured motorist insurance offered by the rental agency. Employees are covered by Workers Compensation when traveling on business. All rental vehicles must be reported on a Travel Expense Report for reimbursement.

### **4. Public Ground Transportation**

Taxi, Airport limousine, bus or other public transportation expenses incurred for a business related purpose is reimbursable. Prudent business judgment should be applied in determining the means of public transportation to be used.

## **5. Parking and Tolls**

Parking and tolls incurred for business trips are reimbursable.

### **B. Meals**

Actual meal costs as well as normal gratuities and taxes are reimbursable when incurred while on City business. Meals should be appropriate and consistent with the maintenance of a normal and reasonable living standard. Receipts are required for all reimbursable meal expenses. If meal expense is incurred for other persons for a business related purpose, this should be reported as a business meeting expense as appropriate and the purpose and parties involved should be stated. Reimbursement for alcoholic beverages is prohibited.

### **C. Lodging**

Actual lodging expense for accommodations (not luxurious but in suitable quality facilities at the median price available) incurred for business purposes is reimbursable. Employees should take advantage of any available discounts and group rates. Receipts are required for all lodging expenses regardless of the amount to be reimbursed. The amount reported for lodging expenses should not include meals, telephone calls, etc., which should be listed separately in the appropriate sections on the employee's Travel Expense Report. If employees share lodging, lodging costs should be allocated between the employees on their Travel Expense Reports.

### **D. Non-meal Tip**

Reasonable non-meal tips are reimbursable.

### **E. Telephone/Telegraph/Fax**

All business communications such as telephone, telegraph and fax are reimbursable. One personal call daily to home is reimbursable when an employee is traveling overnight out of town on City business.

### **F. Miscellaneous Travel Expenses**

Reasonable laundry and valet services are reimbursable when the employee is away from his or her home. Expenses that are normal personal, such as toilet articles, magazines, etc., are not reimbursable.

## **G. Business Meals**

A business lunch or other meal is reimbursable if the meeting is actually for a business purpose with City tenants or potential tenants, suppliers, or other business associates. It is the City's policy not to pay restaurant vendors directly for charges incurred by individual City employees. The City employee is responsible for paying the charges directly to restaurant vendors and to obtain reimbursement through the submission of the Travel Expense Report or the petty cash system. Reimbursement for alcoholic beverages is prohibited.

### **4. Employee Training Program**

Attendance at conventions or seminars at the City's expense requires the prior approval of the department director or designee. Travel expenses relating to employee training must be reasonable (as outline in Section 3 of this policy) and in this category include transportation, lodging, meals not included in conferences/seminars. Travelers are expected to consume any meals provided at the conference/seminar and will not be reimbursed for meals covered by the registration fee. Receipts for expenses and detailed explanation of the nature of the expenses are required.

### **5. Travel Advance**

Travel advances must be requested at least ten business days in advance of the date needed. A travel check will not be released to the traveler any earlier than four business days prior to the travel. It is anticipated that employees will be responsible for initial payment while traveling. If travel advances are necessary, travel advances are not to exceed an amount reasonably required, given the duration of travel. Travel advances will be based upon per diem guidelines provided by the Internal Revenue Service: i.e., San Francisco is currently \$40 and other areas in the Bay Area are \$32 per day and shall be prorated for half days. Travel advances exceeding \$1,000.00 need prior approval of the City Manager. Travel advances are to be reported on the Travel Expense Report. A travel advance exceeding the amount of travel expense shall be refunded to the City by the employee when the expense report is submitted. Travel advances may remain outstanding 45 days from the date travel ends if additional travel is anticipated. All outstanding travel advances shall be applied or repaid by June 30<sup>th</sup>. The refund shall be in the form of a check made payable to the "City of Greenfield" and may be attached to the Travel Expense Report.



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**Additional Contacts For**

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## FY 06 M&amp;IE

## Meals and Incidental Expense Breakdown

This is the Meals and Incidental Expense Breakdown effective October 1, 2005.

Table contains meals and incidentals totals and their breakdown

M&IE	\$39	\$44	\$49	\$54	\$59	\$64
Breakfast.....	7	8	9	10	11	12
Lunch.....	11	12	13	15	16	18
Dinner.....	18	21	24	26	29	31
Incidentals.....	3	3	3	3	3	3

## FY 05 M&amp;IE

This is the Meals and Incidental Expense Breakdown as revised in FTR Case 2003-3069 of the Federal Travel Regulation, dated August 29, 2003, and effective October 1, 2003 until September 30, 2005.

Table contains meals and incidentals totals and their breakdown

M&IE	\$31	\$35	\$39	\$43	\$47	\$51
Breakfast.....	6	7	8	9	9	10
Lunch.....	6	7	8	9	11	12
Dinner.....	16	18	20	22	24	26
Incidentals.....	3	3	3	3	3	3



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Overview

## California - FY 06

FAQ

(October 1, 2005 through September 30, 2006)

Per Diem Rates

Cities not appearing below may be located within a county for which rates are listed. To determine what county located in, [click here for the National Association of Counties \(NACO\) website](#) (a non-federal website).

FY06 Per Diem Highlights

NOTE: If neither the city nor the county is listed, the location is a standard CONUS destination with a rate of lodging and \$39.00 for meals and incidental expenses (M&IE).

Meals and Incidental Expense Breakdown

[State Tax Rates & Exemption Forms](#)

Factors Influencing Lodging Rates

[Properties at Per Diem \(FedRooms\)](#)
[View a state map](#) with highlighted areas showing where rates listed below apply. Standard CONUS rates apply.

Archived Files

[Select another State](#)

Key city <sup>(1)</sup>	County <sup>(2, 3)</sup>	Max Lodging (Rate, taxes)	+	M&IE Rate	=	Max Per Diem <sup>(4)</sup>
Antioch/Brentwood/Concord/Lafayette/Martinez/Pleasant Hill/Richmond/San Ramon/Walnut Creek	Contra Costa	101		49		150
Bakersfield/Delano (Naval Weapons Center and Ordinance Test Station, China Lake)	Kern	62		44		106
Barstow/Ontario/Victorville	San Bernardino	76		59		135
Benicia/Dixon/Fairfield/Vacaville/Vallejo	Solano	80		44		124
Brawley/Calexico/El Centro/Imperial	Imperial	68		39		107
Chico/Oroville (October 1 - November 19)	Butte	60		39		99
Chico/Oroville (November 20 - September 30)	Butte	67		39		106
Clearlake	Lake	61		44		105
Death Valley	Inyo	70		49		119
Fresno	Fresno	72		54		126
Los Angeles	Los Angeles, Orange and Ventura, Edwards AFB	96		64		160
Mammoth Lakes (October 1 - November 30)	Mono	79		54		133
Mammoth Lakes (December 1 - January 31)	Mono	106		54		160
Mammoth Lakes (February 1 - September 30)	Mono	79		54		133

Mill Valley/San Rafael/Novato/Corte Madera/Sausalito/Tiburon/Larkspur	Marin	97	54	151
Modesto	Stanislaus	77	49	126
Monterey	Monterey	103	64	167
Napa	Napa	124	64	188
Oakhurst	Madera	67	39	106
Oakland	Alameda	89	59	148
Palm Springs (October 1 - December 31)	Riverside	99	59	158
Palm Springs (January 1 - April 30)	Riverside	122	59	181
Palm Springs (May 1 - September 30)	Riverside	83	59	142
Point Arena/Gualala	Mendocino	66	54	120
Redding	Shasta	76	44	120
Sacramento	Sacramento	94	59	153
San Diego (October 1 - December 31)	San Diego	120	64	184
San Diego (January 1 - May 31)	San Diego	127	64	191
San Diego (June 1 - September 30)	San Diego	120	64	184
San Francisco	San Francisco	130	64	194
San Luis Obispo	San Luis Obispo	94	54	148
San Mateo/Foster City/Belmont	San Mateo	86	54	140
Santa Barbara (October 1 - June 30)	Santa Barbara	100	59	159
Santa Barbara (July 1 - August 31)	Santa Barbara	117	59	176
Santa Barbara (September 1 - September 30)	Santa Barbara	100	59	159
Santa Cruz (October 1 - May 31)	Santa Cruz	70	54	124
Santa Cruz (June 1 - August 31)	Santa Cruz	85	54	139
Santa Cruz (September 1 - September 30)	Santa Cruz	70	54	124
Santa Monica	City limits of Santa Monica	149	64	213
Santa Rosa	Sonoma	100	64	164
South Lake Tahoe (October 1 - December 31)	El Dorado	124	54	178
South Lake Tahoe (January 1 - June 30)	El Dorado	114	54	168
South Lake Tahoe (July 1 - September 30)	El Dorado	124	54	178
Stockton	San Joaquin	70	44	114
Sunnyvale/Palo Alto/San Jose	Santa Clara	101	59	160
Tahoe City	Placer	92	59	151
Truckee (October 1 - November 30)	Nevada	80	59	139
Truckee	Nevada	93	59	152

(December 1 - February 28)				
Truckee (March 1 - September 30)	Nevada	80	59	139
Visalia/Lemoore	Tulare and Kings	65	49	114
West Sacramento	Yolo	75	44	119
Yosemite National Park (October 1 - October 31)	Mariposa	80	64	144
Yosemite National Park (November 1 - December 31)	Mariposa	104	64	168
Yosemite National Park (January 1 - September 30)	Mariposa	80	64	144

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**2005 POV Mileage Reimbursement Rates**

GSA has increased the mileage reimbursement rates for federal employees who use privately owned vehicles while on official travel.

The rates for the use of these modes of transportation, effective September 1, 2005, are as follows:

**Privately Owned Vehicle Reimbursement Rates:**

- Airplane ..... \$1.07 per mile
- Automobile Rates:
  - 48.5 cents per mile (if no Government Owned Vehicle available)
  - 28.5 cents per mile (if Government Owned Vehicle available)
  - 12.5 cents per mile (if committed to use Government Owned Vehicle)
- Motorcycle POV Rate ..... 30.5 cents per mile

**Past year's automobile rates are as follows:**

Effective Date	Rate
September 1, 2005	\$0.485
February 4, 2005	\$0.405
January 1, 2004	\$0.375
January 1, 2003	\$0.360
January 21, 2002	\$0.365
January 22, 2001	\$0.345
January 14, 2000	\$0.325
April 1, 1999	\$0.31
September 8, 1998	\$0.325
June 7, 1996	\$0.31
January 1, 1995	\$0.30

Federal Travel Regulation (FTR) Amendment 2005-01, Case 2005-301, published in the Federal Register on February 4, 2005.