



**SACRAMENTO
HOUSING AND REDEVELOPMENT
AGENCY**



9

March 17, 1987

CITY MANAGER'S OFFICE
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Budget & Finance Committee of
the City Council
Sacramento, CA

Honorable Members in Session:

SUBJECT: Revision of Agency Out-of-Town Travel Reimbursement
Policy Procedure

SUMMARY

The attached report is submitted to you for review and recommendation prior to consideration by the Redevelopment Agencies and Housing Authorities of the County and City of Sacramento.

RECOMMENDATION

The staff recommends approval of the attached resolutions authorizing the revision of the Agency Out-of-Town Travel Reimbursement Policy and Procedure.

Respectfully submitted,

William H. Edgar

WILLIAM H. EDGAR
Executive Director

TRANSMITTAL TO COMMITTEE:

Jack R. Crist

JACK R. CRIST
Deputy City Manager

Attachment



**SACRAMENTO
HOUSING AND REDEVELOPMENT
AGENCY**



March 16, 1987

Housing Authority of the
City of Sacramento
Redevelopment Agency of the
City of Sacramento
Sacramento, CA 95814

Honorable Members in Session:

**SUBJECT: Revision of Agency Out-of-Town Travel
Reimbursement Policy Procedure**

SUMMARY

This report regards proposed revisions to the Sacramento Housing and Redevelopment Agency Out-of-Town Travel Reimbursement Policy and Transportation, Travel and Parking Policy, Section 4.1 through 4.5.

BACKGROUND

The Agency's Out-of-Town Travel Reimbursement Policy was revised July 19, 1982 in order to accommodate increasing travel costs. Since that time, costs for meals and lodging and other related expenses have increased significantly. In addition, government sponsored seminars and workshops frequently are held at hotels which charge a rate above the current policy of \$60.00 per night per person and it is impractical not to stay at the conference or seminar headquarters. Information obtained from these meetings can be of significance; however, the Agency is sometimes unable to send employees because it would result in personal financial hardship on the employee. Therefore, it is imperative that the Agency's out-of-town reimbursement expense limits be revised to accommodate such situations.

A comparison chart attached as Exhibit A outlines the expense limits of the City of Sacramento, County of Sacramento, the State of California and Department of Housing and Urban Development (HUD) in comparison to the existing and proposed Agency expense limits.

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It has become necessary to change the policy structure of the Travel, Transportation and Parking Policy as it relates to Out of Town Travel, Section 4.1-4.5. The changes are outlined in Exhibit B attached. Specifically, the policy would increase the lodging and meal reimbursement and allow Department Heads to approve official travel within the State which meets with the following conditions:

- a. travel is completed within the same working day;
- b. travel is included in the approved budget of the department or division as a scheduled trip;
- c. the Executive Director may approve travel within the State when not previously budgeted;
- d. the Executive Director is required to approve all out-of-state travel.

FINANCIAL DATA

Out-of-Town Travel expenses are included for each department and division in the Agency's Annual Budget based on previous year's expenses and anticipated out-of-town travel for the upcoming year. Although travel cost reimbursement to employee and travel expenses may increase, an appropriation increase to the individual travel budget is not necessary.

ENVIRONMENTAL REVIEW

No environmental review is required for this activity.

POLICY IMPLICATIONS

The actions proposed in this staff report would change the previously approved policy concerning Out-of-Town Travel Reimbursement. The proposed lodging reimbursement would be limited to actual cost incurred but not more than \$60.00 per day, except when lodging at the headquarters of seminar, workshop, conference or convention is more practical. Meal reimbursement (including tips) would be limited to actual cost incurred, to a maximum of \$30.00 per day.

The Executive Director may approve and authorize full reimbursement to cover actual lodging expenses when staying at conference headquarters and meal costs above \$30.00 per day if it is impractical to obtain meals at a lower rate.

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VOTE AND RECOMMENDATION OF COMMISSION

At its regular meeting of March 16, 1987, the Sacramento Housing and Redevelopment Commission recommended adoption of the attached resolution and policy. The votes were as follows:

AYES:

NOES:

ABSENT:

RECOMMENDATION

The staff recommends adoption of the attached resolutions adopting the revised Agency Out-of-Town Travel Reimbursement Policy and Procedures and the revisions to the Transportation, Travel and Parking Policy, Section 4.1 - 4.5.

Respectfully submitted,

William H. Edgar

WILLIAM H. EDGAR
Executive Director

TRANSMITTAL TO COUNCIL:

WALTER J. SLIPE, City Manager

04650

RESOLUTION NO.

ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO
ON DATE OF

ADOPTION OF AMENDED OUT OF TOWN TRAVEL REIMBURSEMENT POLICY/PROCEDURE

BE IT RESOLVED BY THE HOUSING AUTHORITY 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.

CHAIR

ATTEST:

CLERK

0787L

RESOLUTION NO.

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

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.

CHAIR

ATTEST:

SECRETARY

0787L

COMPARISON OF OUT OF TOWN TRAVEL EXPENSES

EXHIBIT A

ITEM	CITY	COUNTY	STATE	HUD	SHRA EXISTING	SHRA PROPOSED
Per Diem/Per Day	\$60.00 Lodging/Meals All items are 100% reimburseable to employee.	Varies by zones. LB, LA, SD, SF, SJ, OAK \$63.00 L \$28.00 M 5.00 Bkfst. 8.00 Lunch 15.00 Dinner Other areas \$47.00 L \$24.00 M 4.00 Bkfst. 7.00 Lunch 13.00 Dinner Will pay 100% of lodging if employee stays at conference headquarters.	Varies by zones. SF, LA, SD \$47.00 L \$27.00 M 4.00 Bkfst. 7.00 Lunch 12.00 Dinner 4.00 Incidentals Minimum allowed for lodging is \$47.00 Maximum allowed for lodging is \$63.00 Minimum allowed for meals is \$23.00 Maximum allowed for meals is \$32.00 Will not pay 100% of lodging expenses if employee stays at conference headquarters No exceptions.	Varies by zones. SF - \$62.00 L \$33.00 M LA - \$77.00 L \$33.00 M SD - \$79.00 L \$33.00 M DC - \$79.00 L \$33.00 M Maximum allowed for lodging in areas not designated: \$25.00 Maximum allowed for meals in areas not designated: \$25.00 Will not pay 100% if employee stays at conference headquarters. No exceptions.	\$30.00 Lodging \$25.00 Meals Will pay 100% of lodging if employee stays at conference headquarters.	\$60.00 Lodging \$30.00 Meals Will pay 100% of lodging if employee stays at conference headquarters.

COMPARISON OF OUT OF TOWN TRAVEL EXPENSES

EXHIBIT A

ITEM	CITY	COUNTY	STATE	HUD	SHRA EXISTING	SHRA PROPOSED
Conference fees, etc.	100% reimburseable	100% reimburseable	100% reimburseable by voucher	100% reimburseable by voucher	100% reimburseable	100% reimburseable
Transportation (Air, bus, train)	" "	" "	" "	" "	" "	" "
Private Mileage Reimbursement Per Mile	28¢	27¢	19¢	20.5¢	25¢	25¢
Miscellaneous (tips, incidentals)	100% reimburseable	\$4.00 incidentals	\$4.00 incidentals	\$2.00 incidentals	100% reimburseable	100% reimburseable
SPECIAL NOTES:	...no person shall sustain personal monetary loss as a result of duties performed for the City.	Reimbursements for actual expenses is usually 100% reimburseable to employee.	Employees cannot go over approved limits. Must pay out of pocket if necessary.	Employees cannot go over approved limits. Must pay out of pocket expenses if necessary.	...no officer or employee shall suffer any undue financial loss while traveling on official Agency business.	

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.

- 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 reimbursable.

- e. Other Miscellaneous - While traveling on official Agency business, the following expenses are reimbursable 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.

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.