

# Employee Travel

## Section 1.8.2

### 1. PURPOSE

The purpose of The Employee Travel Policy (“Policy” or “Travel Policy”) is to provide guidelines for authorization of travel; and reimbursement and payment of travel expenses. This policy is not intended to cover short trips during work hours made by employees in the course of their regularly assigned work duties.

### 2. DEFINITION

The following terms apply consistently throughout this policy as defined below:

**Approving Official:** Council Appointees, and Directors of City Departments and Offices or designees, as on file with the Finance Department.

**CONUS:** Per Diem rates are established by the U.S. General Services Administration (GSA) for federal travel conducted in the Continental United States ([CONUS](#)) and internationally. The City uses this schedule to determine rates and limits on Meals, Incidentals, and Lodging expenses. The CONUS rate schedule can be found at <http://www.gsa.gov/portal/content/104877> under the link entitled “FY Downloadable File”. International per diem rates are set by the U.S. Department of the State and can be found at [https://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](https://aoprals.state.gov/content.asp?content_id=184&menu_id=78).

1. Non-standard CONUS rates are the rates specified in the schedule by city and county. If the destination is in this list, the corresponding rates will be used.
2. Standard - the standard CONUS rate is used if the city of destination is not specifically referenced in the schedule.

**Emergency and Expedited Travel:** The Chief of Police, Fire Chief, and Director responsible for Animal Care Services or their duly authorized representative may authorize emergency travel for their respective personnel in the following cases:

1. For lawful extradition of felons wanted by the City of San Jose where immediate departure by authorized City personnel is required.
2. For investigative travel, where such travel requires immediate departure by authorized Police Department personnel.
3. For back grounding and security checks, where such travel requires immediate departure by authorized the Police Department approving official.

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## 4. In response to mutual aid requests.

Group Travel:	Travel to one destination by more than one City employee.
International Travel:	Any travel outside of the continental United States, including Hawaii and Alaska.
In-State Travel:	Travel within the State of California that requires airfare or an overnight stay or when total travel expenses exceed \$500 (including registration and all related travel costs).
Out-of-State Travel:	Any travel outside the State of California within the continental United States.
Reimbursement of Travel Statement:	Form documenting actual expenses and approval once travel is complete.
Travel Coordinator:	Appointed by the Council Appointee or Directors of City Departments or Offices and typically shall be the Administrative Officer overseeing the Department's administrative staff, who may be responsible for review and processing of travel statements. This position, (1) serves as the primary department contact for travel coordination and processing, (2) ensures travelers have read and understood this Policy, (3) ensures appropriate internal review and approval and that forms submitted are in compliance with this Policy, (4) Coordinates Group Travel and (4) Is responsible for submitting quarterly travel reports to the Finance Department, and (5) name is on file with the Finance Department.
Travel Desk:	The Finance Department manager responsible for disbursements for the City. The Travel Desk is responsible for final approval of reimbursement to employees for travel-related expenses.
Travel Expenses:	Travel expenses include travel costs for registration, air fare, lodging, ground transportation, per diem, parking and other travel-related costs.
Travel Request:	For In-State, Out-of-State, and International travel as defined in the Definition section of this policy, the Travel Request shall be used to request approval for travel and to document travel expenses. The Travel Request ("Request") is available on the <a href="#">Finance Department's intranet website</a> .
Traveler:	All full-time or part-time active employees except for the Mayor and Councilmembers and their respective unclassified staff, Council Appointees, and members of the City's Planning Commission, Civil Service Commission, Elections Commission, and Police Officer(s)

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assigned to the Mayor's Security Detail when traveling in that capacity (see Council Policy 9-5, Travel by Elected and Appointed City Officials).

1. Any members of an agency which exists as an official City entity and which is administered by the City as a result of Council action, such as the Successor Agency to the Redevelopment Agency.
2. Representative of any other agency which is duly authorized to act for or on behalf of the City for specified periods of time, but only for or during such specified time periods, such as consultants and raters for examinations.

**3. POLICY****3.1 Traveler Accountability**

The Travel Policy is in place to provide accountability to employees traveling for the purpose of benefiting the City. Travelers are responsible for ensuring compliance with this Policy, as may be amended from time to time.

- 3.1.1 Travelers shall not commit City funds until travel is approved in accordance with this Policy.
- 3.1.2 Traveler is required to attend approved conference, trainings, conventions, and other functions.
- 3.1.3 Any additional costs resulting from a traveler taking a companion on City travel shall not be reimbursed or paid by the City.
- 3.1.4 Any additional costs related to traveling in advance or extending the stay beyond the time necessary to attend the approved conference, trainings, conventions, and other functions shall not be reimbursed or paid by the City.
- 3.1.5 Travelers shall document all allowable and authorized travel-related expenditures with itemized receipts, invoices, or other acceptable documentation. For missing documentation, the traveler shall attach a Missing Receipt Form to the Travel Reimbursement Form. The City will not reimburse travelers for unauthorized travel expenditures.
- 3.1.6 Any travelers accepting complimentary trips must maintain compliance with the City's Gift Policy and Ethics Policy.
- 3.1.7 For Group expenditures incurred by one traveler, the affected traveler shall submit with the respective receipts an itemized breakdown of each traveler's expenses.

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- 3.1.8 Travelers shall sign their Reimbursement of Travel and cannot delegate the signature authority.
- 3.1.9 Travelers shall attach an explanation to the Reimbursement of Travel Form if actual expenditures exceed estimated expenses by \$100 or more.
- 3.1.10 Failure to follow this Policy may result in disciplinary action.

**3.2 Approving Official Accountability**

All employees responsible for traveling decisions and approving Travel Requests must make fiscally responsible choices.

- 3.2.1 Approving Officials shall exercise due diligence to ensure that expenses associated with travel are reasonable and necessary for the conduct of City business and are within budgetary limits and in compliance with this Policy.
  - 3.2.2 Authorization for travel is limited to and shall only be approved for conferences, trainings, conventions, and other functions from which the City derives a specific benefit through attendance by the traveler. As reasonably and operationally practicable, travelers and Approving Officials shall consider other means of participation for training-related and other functions like use of webinars and conference calls in lieu of travelling.
  - 3.2.3 The Approving Official for each Department will provide a travel report for in-state, out-of-state, and international travel to the Finance Department Travel Desk quarterly.
- 3.3 Any expenses submitted for reimbursement may be reviewed and rejected by the Finance Director for noncompliance of this Policy. All decisions are final.
- 3.4 Any exceptions to the Policy recommended by the Finance Director must be approved by the City Manager.
- 3.5 The Police Officer(s) assigned to the Mayor's Security Detail is exempted from this Policy in the event that the Mayor conducts travel as approved by City Council Policy 9-5 as long as the Police Officer's travel is consistent with City Council Policy 9-5, as may be amended from time to time.
- 3.6 Any egregious issues of non-compliance, such as issues that could potentially be violations of the Code of Ethics Policy, should be reported to the Office of Employee Relations.

**4. GENERAL CONDITIONS****4.1 Travel Time**

For non-exempt (hourly) travelers, requiring travel time to the event on workdays during normal working hours will be counted as time worked. Generally, travel time to the event

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on City business is limited to the actual dates of a function plus reasonable travel time not to exceed a maximum of twenty-four (24) hours before and/or after the function.

No overtime will be provided for travel time to the event, other than that mandated by the Federal Fair Labor Standards Act ("FLSA") requirements and/or approved Memorandums of Agreement (MOA). Departments must be aware of the FLSA and MOA requirements when arranging for travel for all non-exempt (hourly) travelers. Travel-related overtime in connection with travel on City business requires authorization from the Supervisor for local travel and the Approving Official as part of the approval for the request for travel for in-state, out-of-state, and international travel. Please contact the Office of Employee Relations for further information regarding these requirements.

For in-state, out-of-state, and international travel, upon prior approval by the Approving Official, the employee may stay in advance or stay beyond the time required for business purposes. Such time must be charged to an available leave balance such as vacation, executive leave, personal leave, or compensatory time for the individual traveler. If the extended stay requires the use of the traveler's leave balances, the usage of these leave balances must be pre-approved by the traveler's supervisor.

**4.2 Environmentally Preferable Travel Requirements**

Travelers shall attempt to reduce the environmental impact of their travel through the following actions:

- 4.2.1 Transportation shall be by commercial airline or public transit whenever appropriate. Use of the most fuel efficient and lowest emission vehicle available.
- 4.2.2 Travelers are encouraged to carpool with others attending the same event and shall consider the use of public transit or shuttle buses.
- 4.2.3 Lodging shall be evaluated to minimize unnecessary travel at the destination and to reduce the impacts of the lodging itself. Before completing a Travel Request, travelers should visit the City's Environmentally Preferable Procurement site at <http://www.sanjoseca.gov/esd/natural-energy-resources/epp-citywide.htm> to review updated travel recommendations and requirements.
- 4.2.4 At the hotel or any conference site, travelers are encouraged to comply with any voluntary conservation practices.

**4.3 Cash Advances**

Petty Cash may not be used to advance funds for travel.

In general, cash advances are granted for per diem expenses only.

If a cash advance is requested, the cash advance section of the Travel Request must be completed and submitted to the Finance Department at minimum within 15 days prior to departure. Cash advances will not be issued more than 30 days prior to departure. Cash advances will be included in the traveler's paycheck prior to the travel departure date if the

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Travel Request is submitted within the required timeline. Cash advances will not be provided if the Travel Request is submitted to the Finance Department in fewer than 15 days of departure.

By requesting and receiving a cash advance for an event, the traveler authorizes the City to deduct the amount of the advance from the traveler's wages if a Reimbursement of Travel is not received within the required timeline (see Section 6.5.1.1 of this policy). If the advance is less than actual expenses, reimbursement will be included in the traveler's next paycheck after processing of the Reimbursement of Travel by the Finance Department. If the advance exceeds actual expenses, the amount owed to the City will be deducted from the traveler's next paycheck after the Reimbursement of Travel is processed by the Finance Department.

**5. In-State, Out-of-State and International Travel****5.1 In-State Travel**

For In-State travel, which includes travel with airfare or hotel or more than \$500 in total travel expenses, a Travel Request must be completed. The procedures documented in Section 6 must be followed.

**5.2 Out-of-State Travel**

Approving Officials are responsible for approving Out-of-State travel including approval of the Travel Request and Reimbursement of Travel after completion of travel.

For Out-of-State travel where more than three travelers from the same department are attending the same event, the respective Council Appointee is responsible for approving the travel request.

**5.3 International Travel**

For international travel, including travel to Alaska and Hawaii, the respective Council Appointee is responsible for approving the travel request.

**5.4 Travel Restrictions**

Please review the Finance Department intranet for any updates to geographic restrictions to employee travel.

**5.5 Reimbursable Travel Expenses****5.5.1 Ground Transportation**

Travelers are strongly encouraged to choose the lowest cost for ground transportation taking into consideration reasonable travel time and other related cost factors such as parking. Carpooling is encouraged for all group travel.

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When an employee uses a City Vehicle for transportation to and from a point of destination, [City Policy Manual Section 1.8.1, Use of City and Personal Vehicles](#) applies.

**5.5.1.2 Private Vehicle**

- 5.5.1.2.1 When a traveler uses a private vehicle for transportation to and from a point of destination, City Policy Manual Section 1.8.1, Use of City and Personal Vehicles applies and payment is at the City's mileage reimbursement rate. (See [City Policy Manual Section 1.8.3, Private Vehicle Mileage Reimbursement Policy](#))
- 5.5.1.2.2 Employees benefiting from a vehicle allowance must comply with the Vehicle Allowance Policy (see City Policy Manual Section 1.8.4).
- 5.5.1.2.3 When a traveler uses a private vehicle for transportation to and from scheduled carrier services (airport, etc.) or for intra-City transportation, payment is at the City mileage reimbursement rate. (See [City Policy Manual Section 1.8.3, Private Vehicle Mileage Reimbursement Policy](#))
- 5.5.1.2.4 When, for personal reasons, a traveler elects to travel by private vehicle to and from a point of destination rather than flying, the traveler will be reimbursed for the least expensive mode of transportation. Travelers shall provide a comparison showing total travel costs for airfare versus total all-in cost of driving. The lowest cost will be reimbursed. This documentation must be attached to the Travel Request.

**5.5.1.3 Rental Cars**

Rental cars are only allowed for business reasons in the situation when the hotel location is not within walking distance of the event location and a shuttle service is not available. All rental car requests will have prior approval by the Approving Official. Rental Cars shall only be approved, if other Ground Transportation, such as shuttles or taxis, is more expensive during the stay at the destination. Documentation of cost savings must be attached to the Travel Request Form. The following restrictions apply to all cars rented by a Traveler:

- 5.5.1.3.1 Only compact cars or equivalent may be rented for individuals. Rental car levels above compact require

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prior approval by the Approving Official and is only authorized for Group Travel.

- 5.5.1.3.2 Traveler will refuel the rental car prior to returning the car to avoid refueling charges.
- 5.5.1.3.3 Rental car options are not eligible for reimbursement including items such as car insurance, GPS devices, and pre-paid gas.

### 5.5.2 Airfare

#### 5.5.2.1 Mandatory Use of Norman Y. Mineta San Jose International Airport

Travelers traveling on City business by scheduled air carrier are required to use Norman Y. Mineta San José International Airport (“San Jose International Airport”) as the point of departure and return unless one of the following:

- 5.5.2.1.1 Scheduled air carrier service to or from the destination is not available from San José International Airport or the traveler is required to make more than one stop or plane change.
- 5.5.2.1.2 Total one-way travel time departing from San José International Airport compared to flights arriving or departing from other Bay Area airports exceeds 2.5 hours comparatively.
- 5.5.2.1.3 If total airfare costs exceed \$250 when comparing flights from San Jose International Airport to other Bay Area airports.

#### 5.5.2.2 General conditions for airfare

The City will pay only the costs for the most direct route necessary to accomplish the purpose of the City travel. Travelers shall comply with the following restrictions when utilizing airfare for travel:

- 5.5.2.2.1 Travelers shall fly coach class on the lowest cost flight(s) available. Upgrades of any kind shall not be reimbursed, including early boarding.
- 5.5.2.2.2 Costs incurred from personal travel will not be reimbursed, unless incurred for the benefit of the City, as determined by the Approving Official.



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- 5.5.2.2.3 Travelers who use their personal frequent flyer miles for City business shall not be reimbursed for the value of the tickets.
- 5.5.2.2.4 Excess baggage charges shall not be reimbursed. The City will cover the cost of one checked baggage only.
- 5.5.2.2.5 Airfare tickets purchased with a personal credit card must provide a valid receipt for reimbursement purposes and a copy of the boarding pass.
- 5.5.2.2.6 If a trip is cancelled and the employee receives credit for the value of the airfare, the employee should use that credit for future business travel. If the credit is used for personal travel, the employee should reimburse the City for that amount. All cancelled trips must be reported on the Quarterly Travel Report submitted to the Finance Department.

### 5.5.3 Lodging

Travelers shall seek lodging options that provide safety and convenience to the traveler, at the lowest possible cost. The following restrictions apply to lodging options:

- 5.5.3.1 Travelers shall stay at a conference hotel at the negotiated conference rate.
- 5.5.3.2 If the conference hotel is not available, the traveler shall stay at an alternate hotel with the most economical rate, which shall be capped at 150% of the applicable CONUS rate for lodging.
- 5.5.3.3 Unless approved by the City Manager upon demonstration by the traveler that the cost of the bundled trip does not exceed the component costs of the trip as allowed under this Policy, trips that bundle lodging, meal, and other travel costs are not allowable under this Policy.
- 5.5.3.4 Non-mandatory hotel related fees for bundled services (such as resort fees or health club fees) are not reimbursable unless at least one of the bundled services related to the fee are essential for conducting City business. Mandatory hotel related fees will be reimbursed with submission of itemized receipt.
- 5.5.3.5 Unless authorized by the Finance Director, fees to travel agents and travel agencies will not be reimbursed for in-state, out-of-state travel, and international travel.

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5.5.3.6 The use of a hotel is restricted to cities located beyond 75 miles from the San Jose City Hall or the traveler's residence unless approved as a part of the Travel Request by the Approving Official for travelers who have to attend early or late meetings at the destination.

#### 5.5.4 Meals

All meal and incidental expenses are reimbursed on a per diem basis. Per diem meal expenses are determined by the applicable CONUS rates. Traveler must comply with the following restrictions for meal and incidental reimbursement:

5.5.4.1 For the first and last day of travel, a traveler is limited to 75% of the applicable per diem rate for meals and incidental expenses. If the traveler's flight leaves prior to 9:00 am or the traveler returns after 6:00 pm, on the first and last day the traveler is eligible for 100% of per diem for those days.

5.5.4.2 When business meals are purchased as a part of travel, the meal is deducted from the per diem allocation, as documented on the Per Diem Worksheet, and must comply with the City's Food and Beverage Expenditure Policy (Non-Travel).

5.5.4.3 Event brochures/agendas are a required documentation to accompany the Travel Request. They will be used to determine what meals are provided as part of the event (included in the registration fee). When meals are provided as part of the cost of an event, travelers will not be provided per diem. When the traveler can justify a legitimate business or personal reason, such as dietary restrictions, to not participate in the provided meal, the traveler must submit written justification to receive per diem for that meal.

#### 5.5.5 Phone Calls

For international travel, excluding Hawaii and Alaska, the City will reimburse travelers for personal phone calls up to \$10 per day with proper documentation (i.e. hotel folio showing phone usage). For business related cell phone calls, refer to [City Policy Manual Section 1.7.4, Cellular Telephone Policy](#).

#### 5.5.6 Internet Connection Services

Internet Connection Services purchased to conduct City business until reaching the travel destination or at the lodging destination are reimbursable expenses with submission of itemized receipt. Travelers must comply with the City's Use of Email, Internet Services and Other Electronic Media Policy.

#### 5.5.7 Parking

Actual costs for parking will be reimbursed when supported by itemized receipts and approval to use a personal vehicle or rental car is obtained in advance. Staff should use lowest cost alternative for parking within a reasonable area from the destination.

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Alcoholic beverages will not be reimbursed by the City, except as permitted in the Food and Beverage Policy (see City Policy Manual Section 5.1.5 Food and Beverage Expenditure Policy).

**5.6.2 Personal Expenses**

Personal expenses for entertainment costs such as in-room movies or games are not eligible for reimbursement.

**5.6.3 Laundry and Dry Cleaning**

Laundry services and dry cleaning are generally not eligible for reimbursement. In rare circumstances of an extended business trip exceeding seven calendar days and where the traveler is required to conduct City business in excess of five of the seven days, reasonable laundry expenses may be reimbursed for necessary business wear. If the business trip extends over seven days, due to non-City business related purpose (see Section 4.1 of this policy), no laundry services or dry cleaning expenses will be reimbursed.

**5.7 Reimbursement for Travel Expenses****5.7.1 Submission Deadline**

Within 30 days after completion of travel, an approved Reimbursement of Travel Statement shall be submitted to Finance for processing. Statements that are not turned in within 45 days from the Return Date will be considered delinquent. A list of all delinquent Statements will be sent to the appropriate Travel Coordinator and escalated to the Approving Official, if needed.

**5.7.2 Documentation**

A completed Reimbursement of Travel statement must accompany claims for travel expenses whether or not an amount is owed to the traveler. The Reimbursement statement must account for all expenses, including City paid, traveler paid, prepaid amounts and procurement card transactions (e.g., airfare, registration). All City Procurement Card transactions must follow the Procurement Card Policy (City Policy Manual Section 5.1.2).

The Per Diem Worksheet must be completed along with a copy of the conference brochure indicating meals provided by the conference.

All expenses, other than those covered by per diem, must be supported by itemized receipts regardless of payment method.

Travelers who pay for travel expenditures with a City Procurement Card and have complied with City Policy Manual Section 5.1.2, City Procurement Cards, shall submit the

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appropriate documentation including receipts for the purchase with the Procurement Card Statement and note such payment method on the Reimbursement of Travel form as well as the month of the Procurement Card Statement.

Travelers who pay with a personal credit card, debit card, cash, or check must submit itemized receipts with the Reimbursement of Travel form including a receipt, as proof of payment for airfare. When airfare is purchased with personal funds, a boarding pass is required. For missing receipts, the traveler shall attach a completed Missing Receipt Form detailing the expenditure and reasons for the missing receipt to the Reimbursement of Travel form.

For International Travel, documentation of the relevant exchange rates during the travel period must be included in with the Reimbursement of Travel form.

### 5.7.3 Reimbursement of Travel with Outstanding Balances

For travel involving cash advances, in accordance with Internal Revenue Service guidelines, failure to comply with the submission deadlines for processing may result in a taxable reimbursement or the cash advance being deducted from employee's payroll check and the travel reimbursement being denied.

If an amount is owed to the City, the amount must be noted on the form. Upon verification and processing by the Finance Department, the amount owed will be automatically deducted from the employee's next paycheck. If an amount is owed to the traveler, the amount must be noted on the form. Upon verification and processing by the Finance Department, any amount owed to the traveler will be reimbursed no later than the second paycheck following the date of submission to the Finance Travel Desk.

Reimbursements can be delayed due to incomplete documentation.

## 6. PROCEDURES

### II. Approval for In-State, Out-of- State Travel, and International Travel

RESPONSIBILITY	ACTION
Traveler	<ul style="list-style-type: none"> <li>a. Discusses planned travel and expenses with immediate supervisor.</li> <li>b. Completes Travel Request in accordance with this Policy and Procedures.</li> <li>c. Submits Travel Request for approval to direct supervisor more than four weeks prior to travel day.</li> <li>d. Includes an explanation outlining the reasons for late submission of Travel Request, if applicable.</li> </ul>
Direct Supervisor	<ul style="list-style-type: none"> <li>a. Reviews Travel Request for compliance with this Policy and</li> </ul>

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- availability of budget.
- b. Approves or denies request to travel.
  - c. Signs the Travel Request form.
  - d. Submits approved Travel Request for Travel Coordinators approval within three business days of receipt of Travel Request.
- Travel Coordinator
- a. Reviews Travel Request for completeness in accordance with these travel procedures.
  - b. Approves or denies request to travel and informs Traveler.
  - c. Signs Travel Request form.
- Approving Official
- a. Reviews Travel Request for appropriate purpose of travel, and compliance with this policy completeness in accordance with the Travel Policy. In the case of International Travel, submit to the City Manager for approval.
  - b. If a cash advance is requested, submits completed original Travel Request to Finance Travel Desk 15 days prior to payment, as required by the Finance Department.
  - c. Retains complete submission in department files.
- Finance
- a. If applicable, issues Cash Advance via Employee's Paycheck for the next possible payday.
- Traveler
- a. Attends event as discussed with direct supervisor.
  - b. Obtains and retains receipts for all expenses incurred, regardless of payment method.

**III. Reimbursement for In-State, Out-of-State, and International Travel****RESPONSIBILITY****ACTION**

- Traveler
- a. Completes the Reimbursement of Travel statement in accordance with this Policy found on [Finance Department's intranet website](#) and attaches required documentation such as event brochure, itemized receipts, etc.
  - b. Submits to direct supervisor within 14 business days of last date of travel.

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Direct Supervisor

- a. Reviews Reimbursement of Travel form for compliance with this Policy.
- b. Resolves all issues of inadequate documentation or inappropriate expenditures with traveler.
- c. Submits for department Approving Official approval within three business days of receipt.

Travel Coordinator

- a. Reviews Reimbursement of Travel statement for completeness in accordance with Travel Procedures found on [Finance Department's intranet website](#) and for compliance with this Policy.
- b. Serves as department liaison for all issues regarding incomplete documentation or questionable travel expenses with the Finance Travel Desk.
- c. Submits to the Approving Official within three business days.

Approving Official

- a. Reviews and approves, modifies or denies Reimbursement of Travel.
- b. If approved, signs Reimbursement of Travel in the Approval section of the form.
- c. Submits completed Reimbursement of Travel to Finance Travel Desk within three business days of receipt.

Finance Travel Desk

- a. Processes traveler reimbursements and deductions in accordance with Section 6.3 of this Policy.

Approved:

/s/ Julia H. Cooper  
Director of Finance

March 9, 2017  
Date

Approved for posting:

/s/ Jennifer Schembri  
Director of Employee Relations

March 9, 2017  
Date