



REPORT TO COUNCIL City of Sacramento

915 I Street, Sacramento, CA 95814-2604
www.CityofSacramento.org

CONSENT
January 5, 2006

Honorable Mayor and
Members of the City Council

Subject: Compliance with New State Law (AB1234): Interim Travel Reimbursement Policy for City Legislative Body Members.

Location/Council District: Citywide

Recommendation:

Staff recommends the City Council 1) adopt the Interim Travel Reimbursement Policy for City Legislative Body Members by resolution, 2) direct staff to report back with a permanent policy and 3) direct staff to report back with a proposal regarding the ethics training requirement.

Contact: Patti Bisharat, Government Affairs, 808-8197

Presenters: Patti Bisharat, Government Affairs

Department: City Manager's Office

Division: Government Affairs

Organization No: 0310

Summary:

AB1234, effective January 1, 2006, requires the adoption of a policy by City Council establishing rates of reimbursement for travel, lodging, meals and other expenses for all legislative bodies. The new law also contains a requirement for ethics training for all legislative bodies by January 2007. Staff recommends the City Council adopt the attached interim policy, direct staff to report back with a permanent policy and direct staff to report back within ninety days with a proposal regarding the ethics training requirement.

Committee/Commission Action: None.

Background Information:

AB 1234, effective January 1, 2006, requires local agencies, including charter cities, to adopt formal policies that: i) specify what types of events, meetings or "occurrences" may be attended by members of legislative bodies of the local agencies and paid for or reimbursed out of public funds; and ii) establish rates of payment/reimbursement for travel, lodging, meals and other expenses incurred by members of the local agencies' legislative bodies. For purposes of AB 1234, the definition of "legislative body" is the same as the Brown Act; for the City of Sacramento, this generally means the City Council as well as all boards and commissions whose members are appointed by the Mayor, and confirmed by the Council, pursuant to Section 230 of the Charter.

AB 1234 imposes additional requirements on local agencies, including an ethics training requirement for all members of legislative bodies (discussed further below); a requirement that members of legislative bodies who attend meetings, events or occurrences at public expense report at the next regular meeting of their attendance at such events; and for those local agencies that have not otherwise established policies concerning salaries, stipends or compensation for members of legislative bodies, to formally do so. The amendment of the charter to establish the compensation commission and the compensation commission's periodic review and establishment of rates of compensation for members of the City Council as well as for members of city boards and commissions should be considered to satisfy the AB 1234 requirement.

The City of Sacramento has an existing policy for reimbursement of transportation, lodging meals and other expenses related to travel for City business that generally meets the requirements of AB 1234. The policy sets maximum per diem rates for meals and provides guidance on travel and lodging choices. For example, the policy states that when booking lodging, government, group, conference, or promotional rates should be requested. It also requires that transportation be by the most economical means available, whether it is via car rental, air, city vehicle, or private vehicle.

The existing travel policy was approved by the City Manager for all city employees, and is followed by Council members (and members of other legislative bodies of the City) when on City business. To satisfy AB 1234, the Council needs to adopt a policy to cover all members of legislative bodies of the City. Staff recommends adoption of an interim policy that mirrors the current policy with the following changes and additions:

- Specification of the types of meetings, events or occurrences that may be paid for, or the expenses reimbursed out of, public funds. Expenses incurred in connection with the following types of occurrences/ activities generally constitute authorized expenses under this policy:
 - Communicating with representatives of regional, state and national government on city adopted policy positions;

- Attending educational seminars designed to improve officials' skill and information levels;
 - Participating in regional, state and national organizations whose activities affect the city's interests;
 - Attending city events;
 - Implementing a city-approved strategy for attracting or retaining businesses to the city, which will typically involve at least one staff member.
- Reimbursement for lodging should be comparable to the most recently published IRS lodging rates. The Travel Coordinator shall ask for government, group, conference, or promotional rates. Original itemized hotel receipts must accompany completed claims.
 - If lodging is in connection with a conference, lodging costs should not exceed the group rate published by the conference sponsor, provided that lodging at the group rate is available at the time of the booking. If the group rate is not available, a comparable lodging rate shall be used.
 - All other expenses require prior approval by the city governing body.
 - Legislative members shall provide brief reports on meetings attended at the expense of the city at the next regular meeting of the legislative body.

Timeline for Permanent Policy

Staff is currently in the process of reviewing and updating the existing City travel reimbursement policy and procedures and expects to complete this process by Fall 2006. At that time, staff will return to Council with a recommended permanent travel reimbursement policy for all City legislative members.

Ethics Training Requirement

AB1234 also contains an ethics training component which requires that every legislative member complete at least two hours of ethics training every two years. All members in office on January 1, 2006, must complete their first two hours of training by January 1, 2007. Members appointed after January 1, 2006 must complete their first two hours within one year of taking office. Thereafter, all members are required to receive an additional two hours of ethics training every two years. The City is also required to maintain records indicating the dates that legislative members completed the training and the entity that provided the training.

Further, AB1234 requires all entities that develop ethics training curricula consult with the Fair Political Practices Commission (FPPC) and the Attorney General (AG) to

ensure sufficiency and accuracy of the course content. The League of California Cities is currently developing a recommended program to meet the requirements of the new law. Staff will report back within the next 90 days with a proposed program for consideration by the Mayor/Council.

Financial Considerations:

None.

Environmental Considerations:

None.

Policy Considerations:

The recommendations of this report will assure that the City of Sacramento and Mayor/Council are meeting the requirements of AB1234 which takes effect January 1, 2006.

Emerging Small Business Development (ESBD):

Not applicable.

Respectfully Submitted by: 
Patti Bisharat, Government Affairs

APPROVED:



RAY KERRIDGE
Interim City Manager

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RESOLUTION NO.

Adopted by the Sacramento City Council

PER AB1234, ADOPTING AN INTERIM TRAVEL REIMBURSEMENT POLICY FOR ALL CITY LEGISLATIVE BODY MEMEBERS.

BACKGROUND

- A. The City of Sacramento has a travel policy for reimbursement of transportation, lodging, meals and other expenses related to travel. The policy sets maximum per diem rates for meals and provides guidance on travel and lodging choices.
- A. While the City has established a travel reimbursement policy that Council members follow, the City Council has not formally adopted a policy that applies to members of all City legislative bodies, as required by AB1234.
- C. AB1234, effective January 1, 2006 requires local agencies, including charter cities, to adopt policies that specify what meetings, events and occurrences may be attended by members of legislative bodies of local agencies and paid for or reimbursed out of public funds, and that establish rates of payment/reimbursement for travel, lodging, meals and other expenses incurred by members of legislative bodies when attending such events or occurrences.
- D. The definition of "legislative body" is the same as the Brown Act; for the City of Sacramento, this generally means the City Council as well as all boards and commissions whose members are appointed by the Mayor, and confirmed by the Council, pursuant to Section 230 of the Charter.
- E. Staff recommends that Council adopt the Interim Travel Request Procedure and Expense Reimbursement Policy for City Legislative Body Members, direct staff to report back with a permanent policy, and direct staff to report back with a proposal regarding the ethics training requirement.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. The City Council adopts the attached Interim Travel Request Procedure and Expense Reimbursement Policy for City Legislative Body Members.

CITY OF SACRAMENTO

INTERIM TRAVEL REQUEST PROCEDURE AND EXPENSE REIMBURSEMENT POLICY FOR CITY LEGISLATIVE BODY MEMBERS

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1. Purpose

The purpose of this policy is to establish the travel policy, procedures, and guidelines for legislative body members (hereafter referred to as "legislative members") of the City of Sacramento who travel on official City business 25 miles or more outside the City limits. The Mayor and members of the City Council as well as all appointed members of City boards and commissions are considered legislative bodies under Government Code Section 54952. This includes the Planning Commission, Design Review and Preservation Board, Civil Service Commission and all other boards and commissions whose members are appointed by the Mayor, and confirmed by the City Council, pursuant to Section 230 of the Charter.

2. Policy

2.1 General

It is the policy of the City of Sacramento that no legislative member shall sustain personal financial loss for reasonable and necessary costs as a result of representing the City of Sacramento, as long as the expenses are within the guidelines set forth in this policy. Expenses which are not approved or which are not in compliance with this policy will be the legislative member's personal responsibility:

- Whenever an legislative member travels 25 miles or more outside the City limits, a Travel Request Form (Form TR22, see Exhibit A) is required.
- For all travel related expenditures, each legislative member is expected to exercise good judgement in incurring travel expenses and to obtain prior designee approval.
- A Mayor/Council Travel Coordinator will be designated to carry out this policy.
- Legislative members are responsible for notifying the Travel Coordinator of any changes or travel cancellations.
- Members of a legislative body shall provide brief reports on meetings attended at the expense of the city at the next regular meeting of the legislative body.

2.2 Expenses incurred in connection with the following types of meetings, events or occurrences/activities that may be paid for, or the expenses reimbursed out of, public fund. The following generally constitute authorized expenses under this policy:

- Communicating with representatives of regional, state and national government on city adopted policy positions;
- Attending educational seminars designed to improve officials' skill and information levels;

- Participating in regional, state and national organizations whose activities affect the city's interests;
 - Attending city events;
 - Implementing a city-approved strategy for attracting or retaining businesses to the city, which will typically involve at least one staff member;
 - All other expenditures require prior approval by the city governing body.
- 2.3 When another agency reimburses the legislative member for the cost of travel, such reimbursement shall be disclosed as a source of funding on the Travel Request Form. In advance of travel, the Mayor/Council Travel Coordinator must determine if the legislative member is to be reimbursed at either the City's or the other agency's rate. If the travel costs are borne by the City, reimbursement from another agency shall be paid to the City. If another agency's funds are used, no City advance shall be made unless approved by the Mayor/Council Travel Coordinator.

3. Travel Arrangements

- 3.1 All initial travel arrangements must be coordinated with the Mayor/Council Travel Coordinator.
- 3.2 The contracted travel agency(ies) must be used for all airline reservations and may be used for car rental and hotel reservations.
- 3.3 All airfare is prepaid to the City's designated travel charge card provider. Requests for advances and prepayments such as those for hotel reservation and course/conference registration reservations should be received by the City's Travel Administrator (Travel Administrator) for processing a minimum of ten (10) working days prior to the trip. The Travel Administrator is located in the Administrative Services Department in Accounts Payable. For an example of a completed travel advance, registration and lodging payment voucher, see Exhibit B, C, and D respectively.
- 3.4 For travel that is reimbursed by an agency other than the City of Sacramento, a Travel Request Form must be completed and processed in advance.

4. Lodging

- 4.1 Reimbursement for lodging should be comparable to the most recently published IRS lodging rates. The Travel Coordinator shall ask for government, group, conference, or promotional rates. Original itemized hotel receipts must accompany completed claims.
- 4.2 If lodging is in connection with a conference, lodging costs should not exceed the group rate published by the conference sponsor, provided that lodging at the group

rate is available at the time of booking. If the group rate is not available, a comparable lodging rate shall be used.

- 4.3 When a spouse or an individual not representing the City travels with a legislative member on official business, reimbursement for lodging will be at the single occupancy rate for the accommodations. If the legislative member arranges for the lodging, it is the responsibility of the legislative member to obtain the lodging rate for both single and double occupancy and inform the Travel Coordinator.
- 4.4 Hotel cancellations are the responsibility of the legislative member. Any cancellation charges incurred will be billed to the legislative member unless proper justification is provided.
- 4.5 The Travel Coordinator should provide a completed Transient Occupancy Tax Exempt Form (see Exhibit E) to the legislative member to present to the hotel at the time of arrival. The hotel may require proof of City employment. A City identification or business card is generally sufficient identification.

5. Meals

- 5.1 The following expense and subsistence allowances are hereby established.
- 5.2 Reimbursement for meals shall be made only when travel extends for a minimum of six (6) hours during the normal working day except when specifically approved otherwise by the Mayor/Council Travel Coordinator. Meal reimbursement, including tips, will be for the per diem maximum of \$35 per day. When traveling to one of the top ten major metropolitan cities, the per diem maximum for meals is \$45 (contact the Travel Administrator for a list of the current major metropolitan cities). If the meal expense exceeds the per diem maximum, a memorandum justifying the additional expenses must be approved by the Mayor/Council Travel Coordinator. Receipts are required for all meal claims over the per diem. Because of Internal Revenue Service (IRS) requirements, legislative members should keep a record of these expenses/reimbursements for personal federal income tax purposes. In order to be reimbursed for the cost of meals, travel must begin or end as shown in the following schedule:

Meal	Departure on Initial Day of Travel	Return on Final Day of Travel	Amount	
			\$35 per day per diem	\$45 per day per diem
Breakfast	Before 7:00 am	After 10:00 am	\$ 8.00	\$10.00
Lunch	Before 11:00 am	After 2:00 pm	\$10.00	\$13.00
Dinner	Before 4:00 pm	After 7:00 pm	\$17.00	\$22.00

To determine eligibility for reimbursement, travel shall be considered to begin when the traveler departs his/her residence if the trip begins before or after normal work hours. If the trip begins during normal work hours, travel shall be considered to begin when the traveler departs his/her office.

- 5.3 Exceptions to the per diem are those meals that are supplied by common carriers or are included in conference fees or hotel rates (i.e., if a traveler is booked on a flight which serves lunch, no reimbursement will be provided for the lunch meal). A continental breakfast does not constitute a meal. Travel Coordinators should inform the City's designated travel agency(ies) of any special dietary requirements at the time reservations are made and travelers should remind the flight attendant of the special request.

6. Transportation

Normally, travel will be by the most economical means available, taking into consideration requirements for meal reimbursement, lodging, and legislative member time. When a private vehicle is used as the means of transportation, reimbursement will be in an amount not to exceed air coach or discounted airfare.

6.1 Air Travel

- All air travel arrangements for City legislative members are to be made through the City's contracted travel agency(ies) by the Mayor/Council Travel Coordinator.
- The Mayor/Council Travel Coordinator will arrange for reservations and tickets. The lowest available fare will be used for air travel. As a general rule, legislative members will be expected to accept flights departing within two (2) hours of the desired departure time.
- Flights with cancellation penalties must be carefully monitored by the Mayor/Council Travel Coordinator. If cancellation occurs due to a City-related change, the Mayor/Council will assume the penalty cost. However, if the cancellation occurs due to a traveler's personal request, the traveler will be required to pay the penalty.
- Unused tickets or portions of unused tickets, will be returned to the City's contracted travel agency(ies) through the Mayor/Council Travel Coordinator.
- Legislative members of the City of Sacramento are prohibited from piloting or traveling in privately-owned aircraft (i.e., non-commercial airlines), while conducting City business without written approval of the City Manager.

6.2 Car Rental

- Legislative members on out-of-town trips should use public transportation (taxis, airport shuttles, buses, etc.) whenever it is more economical than a rental car.

Generally, a rental car should not be requested unless:

- Multiple business meetings that require travel between points make use of public transportation impractical.
- Three or more City legislative members are attending the same meeting and one rental car for the group would be more economical.
- The requesting individual should make car rental arrangements through their Travel Coordinator. Travel Coordinators are encouraged to compare current market rates with contracts that have been established for use by the City.
- The following guidelines for automobiles apply:
 - One or two people, compact or subcompact,
 - Three or four people, mid-size.
- Contact Risk Management for the current policy relating to insurance coverage requirements for car rental.
- Traveler must fill the gas tank before returning the car to avoid fuel surcharges. Contact Public Works, Maintenance Services Division to obtain a gasoline credit card. In the event that a City-issued gasoline credit card is utilized to acquire fuel at a commercially operated fueling site, self-service fuel dispensing must be used.

6.3 Travel by City Vehicle

- Travel out of the City limits in City vehicles is the preferred mode of travel after common carrier. Maintenance Services has a wide variety of vehicles available to City legislative members; however, advance reservations should be made. A Vehicle Assignment Request Form must be completed and submitted to Maintenance Services (see Exhibit *F*).
- If more than one legislative member is traveling on the same trip, all reasonable efforts will be made to minimize transportation costs by use of a single vehicle.
- Passengers in a City-owned vehicle are limited to City legislative members or persons directly related to City business.
- In the event that a City-issued gasoline credit card is utilized to acquire fuel at a commercially-operated fueling site, self-service fuel dispensing must be used.

6.4 Travel by Private Vehicle

- While City vehicle use is preferred, Mayor/Council Travel Coordinator approval is required when the traveler chooses to use a private vehicle.
- The City will reimburse for private vehicle mileage at the current IRS standard rate per mile (this includes gas, maintenance and vehicle related costs). Legislative members who receive automobile allowances must deduct 25 miles from the total miles traveled. The City's maximum mileage reimbursement will not exceed the cost of air coach or discount airfare.

6.5 Other

- Trains, buses, or other means of ground transportation may be used. Reimbursement may not exceed the cost of air coach or discount airfare.

7. Additional Allowances

7.1 Incidental Per Diem.

For each day of travel, the legislative member will receive a \$5 per them maximum for all incidental costs. Personal telephone calls, baggage handling, and bellhops are examples of incidental costs.

7.2 Reimbursable Allowances With Receipt.

The following expenses are reimbursable at actual cost with receipts:

- Necessary taxicab, airport transportation, etc.
- Conference materials such as tapes, reports, etc. which can be shown to be of value to the City.
- Parking facilities.
- Reasonable telephone/fax charges associated with official City business.
- Other justifiable expenses will be approved based on review of special circumstances.

7.3 Examples of non-reimbursable expenses include but are not limited to:

- Childcare expenses.
- Personal toiletries.
- Personal car expenses, other than mileage (see Section 6.4)
- Traffic fines.
- Movie rental.
- Hotel luxury upgrades.

- Expenses associated with a non-legislative member who accompanies the legislative member on official City business (i.e., spouse's transportation, lodging, and meals).
- Per diem for meals included in the program and covered by the registration fee.
- Non-essential program activities associated with a conference such as sports tournaments, social activities, tours, etc., and
- Claims submitted for reimbursement more than twenty (20) working days following the legislative member's return from the approved trip.

7.4 Outstanding travel expenses shall be submitted to the Accounting Division within twenty (20) working days of returning from the trip.

8. Travel Arrangements And Form Processing Procedures Before Travel

8.1 Legislative member may complete a Travel Worksheet (see Exhibit G) and submit it to the Travel Coordinator in order to facilitate the travel arrangements.

8.2 The Travel Coordinator will make travel arrangements as follows:

- Assign a Travel Request Number from a Travel Number Log.
- Contact the City's contracted Travel Agency(ies) and provide the travel agent with the Travel Request Number, legislative member's name, destination, departure and return dates/times, etc. Inform the travel agent which reservations need to be made (airline, car rental, hotel, etc.). The travel agent will forward all tickets and confirmations to the designated drop off location.
- Make any reservations that the travel agent is not making. If making hotel reservations, be sure to ask for the total, sales tax rate, occupancy tax rate (if applicable), and confirmation number. Also ask if the hotel offers occupancy tax exemptions.
- Estimate meal expenses based on the legislative member's arrival/departure times and dates, travel destinations, and meals provided by the conference/hotel/airline.

8.3 Upon completion of travel arrangements for transportation, and lodging reservations, the Travel Coordinator will complete the Travel Request Form as follows:

- Complete Copy I of the City Travel Request form utilizing information from the legislative member or the Travel Worksheet.
- See Exhibit H for an example of a completed Copy I of the Travel Request.
- If prepayments are requested, complete a Payment Voucher with appropriate information attached (lodging, registration, transportation, advance, etc.).
- Obtain legislative member's signature and designee approval.

- 8.4 Upon completion of the Travel Request Form, forward Copy I with the appropriate prepayment documentation to the Travel Administrator. The Travel Coordinator is to retain Copy 2 for departmental records.
- 8.5 Requests for advances and prepayments should be received by the Accounting Division for processing a minimum of ten (10) working days prior to the trip.
- 8.6 The Accounting Division will prepare checks for the prepayments requested. Travel advances will be held at the Accounting Division for the Travel Coordinator. If time permits, the Accounting Division will mail the hotel, conference, and other prepayments directly to the payees; if time does not permit, the checks will be held for the Travel Coordinator or legislative member.

After Traveling

- 8.7 Reconcile Copy 3 and Copy 4 of the Travel Request Form within twenty (20) working days following the return from an approved trip. City Purchasing Debit Card charges must be included in the reconciliation. See Exhibit I for an example of a completed "after-travel" Travel Request Form.
- 8.8 The designee must review and approve the travel reconciliation claim to assure reasonableness and that required support documentation (for example lodging receipt, taxi fare receipts, copy of the conference program, debit card charge receipts, etc.) is provided. Once Copy 3 and Copy 4 of the Travel Request Form are approved, the required receipts must be attached to Copy 3 of the Travel Request Form and sent to the Travel Administrator.
- 8.9 For reimbursements of less than \$100, disbursements should be made through petty cash. A copy of the petty cash receipt shall be attached to Copy 3 of the Travel Request Form which is sent to the Travel Administrator.
- 8.10 For reimbursements in excess of \$1 00, submit a Payment Voucher (see Exhibit J).
- 8.11 If an amount is due to the City, a Cash Receipt is prepared with remittance and forwarded with Copy 3 of the Travel Request Form to the Travel Administrator (see Exhibit K).
- 8.12 If no balance is due to the City or to the legislative member and an advance was issued, a Journal Voucher must be prepared to reconcile travel advances and sent along with Copy 3 of the Travel Request Form to the Travel Administrator (see Exhibit L).

9. Purchasing Debit Card

- 9.1 All travel expenses incurred with a City Purchasing Debit Card must be identified on the Travel Request Form as a non-reimbursable item. In addition, the Travel Request number should be noted on the City Purchasing Debit Card Transaction Log.
- 9.2 Travel expenses incurred on a City Purchasing Debit Card are subject to the credit and transaction limits of the individual card and are also subject to the City's Purchasing Debit Card Policies and Procedures (AP[# 6).

9.3 Each individual to whom a City Purchasing Debit Card is issued is responsible for safeguarding that card. All cards will be issued in an individual's name and are to be used for City business purposes only. The named individual on the card is the only one authorized to use the City Purchasing Debit Card.

9.4 City's Purchasing Debit Cards cannot be used for the following travel expenses:

- Non-City expenses.
- Travel companion's expenses.

10. Exhibits

- Exhibit A - Travel Request Form (Form TR22)
- Exhibit B - Payment Voucher (Advance)
- Exhibit C - Payment Voucher (Registration)
- Exhibit D - Payment Voucher (Lodging)
- Exhibit E - Transient Occupancy Tax Exempt Form
- Exhibit F - Vehicle Assignment Request Form
- Exhibit G - Travel Worksheet
- Exhibit H - Travel Request Form (Form TR22) - Copy 1
- Exhibit I - Travel Request Form (Form TR22) - Copy 3
- Exhibit J - Payment Voucher (Additional Advance)
- Exhibit K - Cash Receipt
- Exhibit L - Journal Voucher



TRAVEL REQUEST - CITY OF SACRAMENTO

FORM 22 (2/89)

TRAVEL REQUEST NUMBER:		ACCOUNT NUMBER TO CHARGE →	FUND	AGENCY	ORGANIZATION	JOB NUMBER (IF ANY)	DATE:
1 NAME, POSITION TITLE, & PHONE # OF EMPLOYEE:			2 NAME OF ORGANIZATION:				
			3 IS TRAVEL ADVANCE REQUESTED? <input type="checkbox"/> NO <input type="checkbox"/> YES				AMOUNT \$
			4 PREPAYMENTS REQUESTED? <input type="checkbox"/> NO <input type="checkbox"/> YES (ITEMIZE HERE AND ATTACH SUPPORT)				
			REGISTRATION	LODGING	OTHER EXPENSE	TRANSPORTATION	TOTAL
5 DESTINATIONS:			\$	\$	\$	\$	\$
6 PURPOSE OF TRIP:							
7 NAME AND PHONE # OF TRAVEL COORDINATOR:							
8 IF TRIP WAS NOT BUDGETED, INDICATE HOW IT WILL BE FINANCED:							
9 MODE OF TRAVEL		AIR <input type="checkbox"/>	RAIL <input type="checkbox"/>	BUS <input type="checkbox"/>	PRIVATE CAR <input type="checkbox"/>	MILEAGE REIMBURSEMENT <input type="checkbox"/> CITY VEHICLE <input type="checkbox"/>	
10 COST ESTIMATE	NO. OF MEALS	B	L	D	NO. OF NIGHTS LODGING	ESTIMATED COSTS ↻	TOTAL
						\$	\$
11 ESTIMATED DEPARTURE		ESTIMATED RETURN			12 OTHER EMPLOYEES TRAVELING UNDER THIS REQUEST:		
MONTH-DAY-YEAR-TIME		MONTH-DAY-YEAR-TIME					
13 I HEREBY SUBMIT THIS REQUEST				14 I HEREBY APPROVE THIS REQUEST			
SIGNATURE OF EMPLOYEE				DEPARTMENT HEAD			
				BY:			

TRAVEL POLICY GUIDELINES

The following City Travel Policy Guidelines are provided for informational purposes. You should refer to Administrative Services Policy Instruction No.7 for comprehensive details regarding allowable expenses, procedures, etc.

When you travel:

- The trip must be properly authorized.
- Transportation must be arranged by the City Travel Agent.
- Only an equivalent of a standard, single room rate for lodging will be reimbursed per employee.
- Expenditure claims must be submitted with the required documentation.
- Reimbursement claims must be filed within twenty (20) days after the trip ends.
- Advances in excess of authorized expenses must be repaid to the City within twenty (20) days after the trip ends.
- The City will not reimburse an employee for the following expenses:
 - A. Spouse's transportation, lodging or meals;
 - B. Meals included in the program covered by the registration fee;
 - C. Claims submitted for reimbursement more than twenty (20) working days following the last day of each travel;
 - D. Non essential program activities such as sports tournaments, social activities, tour, etc.

Please remember that you are representing the City of Sacramento and present yourself accordingly. Enjoy your trip and best wishes.

**CITY OF SACRAMENTO
PAYMENT VOUCHER**

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TRANSACTION CODE	PV	VOUCHER NUMBER	110-1051R	VOUCHER DATE	MM/DD/YY	ACCOUNTING PERIOD	MM/YY	BUDGET F/Y	YY						
ACTION (E) ORIGINAL ENTRY (M) ADJUSTMENT		TYPE OF VOUCHER	(1) OUTSIDE VENDOR (2) BETWEEN FUNDS (3) WITHIN FUND	SCHEDULED PAYMENT DATE	MM/DD/YY	LIABILITY OFFSET ACCOUNT		FIXED ASSET INDICATOR (F)							
VENDOR CODE	Miscellaneous			INTRA-GOVERNMENTAL VOUCHER											
NAME	League of California Cities			SELLERS ACCOUNT DISTRIBUTION											
ADDRESS	212 1st St Los Angeles, CA 91324			FUND	AGENCY	ORG	SUB	ACTIVITY	REV SOURCE	SUB	JOB NUMBER	REPT CG	OBJECT	SUB	OFFSET RECEIVABLE ACCT.

LINE #	DOCUMENT REFERENCE	VENDOR INVOICE #	FUND	AGENCY	ORG	SUB	ACTIVITY	OBJECT	SUB	REV SOURCE	SUB	JOB NUMBER	REPT CG	OBJECT	SUB	AMOUNT	INC / P / F / DEC
01		TR # 110-1051	XXX	XXX	XXX	XXX										4264	
		Registration														XXX,XX	

PREPARED BY	Travel Coordinator	DATE	4/16/99	PHONE NO.	XXXX	TOTAL	XXX,XX
APPROVED BY	Dept Head	DATE	4/16/99	ACCOUNTING		DATE	
				ENTERED BY		DATE	



EXHIBIT E

TRANSIENT OCCUPANCY TAX EXEMPTION CLAIM

HOTEL INFORMATION

DATE FROM: _____ THRU _____

HOTEL: _____

LOCATION: _____

EMPLOYEE INFORMATION

DEPARTMENT: _____

DIVISION: _____

NAME: _____

TITLE: _____

BUSINESS ADDRESS: _____

CITY: Sacramento, CA 958__

I DECLARE UNDER PENALTY OF PERJURY THAT THE CITY OF SACRAMENTO IS DIRECTLY RENTING A ROOM(S) AT THE HOTEL/MOTEL LISTED, AND IS THEREFORE ELIGIBLE FOR EXEMPTION FROM THE PAYMENT OF TRANSIENT OCCUPANCY TAX. PERMISSION OF VERIFICATION IS PERMITTED.

SIGNED: _____ DATE _____



CITY OF SACRAMENTO
VEHICLE ASSIGNMENT REQUEST

DEPARTMENT: _____ DATE: _____

DIVISION: _____

EMPLOYEE NAME: _____ TITLE: _____

RETENTION DATE: From _____ To _____

OUT-OF-TOWN TRIP (Attach copy of approved Form 22 Travel Request)

OVERNIGHT RETENTION FOR: _____

OTHER INFORMATION: _____

DEPARTMENT HEAD

NOTE: Department Head may authorize single night retention; however, form must be completed and forwarded to Car Pool Supervisor.



CITY OF SACRAMENTO
Travel Request Worksheet

All requests for Department travel must have the approval or denial of the employee's Supervisor before routing to the Travel Coordinator.

Employees must contact their department/division Travel Coordinator to coordinate the travel arrangements after receiving notification of approval of the travel request. Conference outlines, completed registration forms, and all pertinent information must be submitted with the travel request.

TO BE COMPLETED BY THE EMPLOYEE

Employee's Name: _____

Work Phone #: _____ Home Phone #: _____ Org #: _____

Fund, Agency, Org #, and, Job # to charge the travel expenses: _____

Destination of Travel: _____

Departure Date & Time: _____

Return Date & Time: _____

Purpose of Trip: _____

Mode of Transportation: Air City Vehicle Private Vehicle - License Plate # _____
 Other, please specify _____

Reservations to be made by Travel Coordinator:

Air Lodging Conference Registration Rental Car Shuttle
 Other, please specify _____

Special Considerations:

Please list any special considerations which need to be address by the Travel Coordinator when making reservations. For example, special dietary needs, smoking rooms, etc.

TO BE COMPLETED BY EMPLOYEE'S SUPERVISOR

Travel Request Approved

Travel Request Denied

Signature: _____

Date: _____



TRAVEL REQUEST - CITY OF SACRAMENTO

FORM 22 (2/99)

TRAVEL REQUEST NUMBER: 110-1051		ACCOUNT NUMBER TO CHARGE →	FUND	AGENCY	ORGANIZATION	JOB NUMBER (IF ANY)	DATE:					
			1011101131				4-16-99					
1 NAME, POSITION TITLE, & PHONE # OF EMPLOYEE: John Doe Acct. Tech. X-5682				2 NAME OF ORGANIZATION: Accts. Payable								
				3 IS TRAVEL ADVANCE REQUESTED? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES		AMOUNT \$115⁰⁰						
				4 PREPAYMENTS REQUESTED? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES (ITEMIZE HERE AND ATTACH SUPPORT)								
5 DESTINATIONS: San Diego				REGISTRATION	LODGING	OTHER EXPENSE	TRANSPORTATION					
				\$250⁰⁰	\$150⁰⁰	\$	\$118⁰⁰					
6 PURPOSE OF TRIP: Conference				TOTAL \$518⁰⁰								
7 NAME AND PHONE # OF TRAVEL COORDINATOR: Lori Bauder X-5681												
8 IF TRIP WAS NOT BUDGETED, INDICATE HOW IT WILL BE FINANCED:												
9 MODE OF TRAVEL <input checked="" type="checkbox"/> AIR <input type="checkbox"/> RAIL <input type="checkbox"/> BUS <input type="checkbox"/> PRIVATE CAR <input type="checkbox"/> MILEAGE REIMBURSEMENT <input type="checkbox"/> CITY VEHICLE												
10 COST ESTIMATE	NO. OF MEALS	B	C	D	NO. OF NIGHTS LODGING	ESTIMATED COSTS	MEALS	LODGING	OTHER EXPENSE	TRANSPORTATION	TOTAL	
		2	3	2	2		\$80	\$150	\$	\$118	\$348	
11 ESTIMATED DEPARTURE MONTH-DAY-YEAR-TIME 5-16-99 7:30am				ESTIMATED RETURN MONTH-DAY-YEAR-TIME 5-18-99 4:30pm				12 OTHER EMPLOYEES TRAVELING UNDER THIS REQUEST:				
13 I HEREBY SUBMIT THIS REQUEST John Doe SIGNATURE OF EMPLOYEE						14 I HEREBY APPROVE THIS REQUEST _____ DEPARTMENT HEAD						
BY:												

TRAVEL POLICY GUIDELINES

The following City Travel Policy Guidelines are provided for informational purposes. You should refer to Administrative Services Policy Instruction No.7 for comprehensive details regarding allowable expenses, procedures, etc.

When you travel:

- The trip must be properly authorized.
- Transportation must be arranged by the City Travel Agent.
- Only an equivalent of a standard, single room rate for lodging will be reimbursed per employee.
- Expenditure claims must be submitted with the required documentation.
- Reimbursement claims must be filed within twenty (20) days after the trip ends.
- Advances in excess of authorized expenses must be repaid to the City within twenty (20) days after the trip ends.
- The City will not reimburse an employee for the following expenses:
 - A. Spouse's transportation, lodging or meals;
 - B. Meals included in the program covered by the registration fee;
 - C. Claims submitted for reimbursement more than twenty (20) working days following the last day of each travel;
 - D. Non essential program activities such as sports tournaments, social activities, tour, etc.

Please remember that you are representing the City of Sacramento and present yourself accordingly. Enjoy your trip and best wishes.



TRAVEL REQUEST - CITY OF SACRAMENTO

FORM 22 (2/99)

TRAVEL REQUEST NUMBER: 110-1051	ACCOUNT NUMBER TO CHARGE →	FUND	AGENCY	ORGANIZATION	JOB NUMBER (IF ANY)	DATE:
		101110	1131			4-16-99

1 NAME, POSITION TITLE, & PHONE # OF EMPLOYEE:
**John Doe
Acct. Tech.
X-5682**

2 NAME OF ORGANIZATION:
Accts. Payable

3 IS TRAVEL ADVANCE REQUESTED? NO YES **AMOUNT \$ 115⁰⁰**

4 PREPAYMENTS REQUESTED? NO YES (ITEMIZE HERE AND ATTACH SUPPORT)

5 DESTINATIONS: San Diego	REGISTRATION	LODGING	OTHER EXPENSE	TRANSPORTATION	TOTAL
	\$ 250 ⁰⁰	\$ 150 ⁰⁰	\$	\$ 118 ⁰⁰	\$ 518 ⁰⁰

6 PURPOSE OF TRIP: **Conference**

7 NAME AND PHONE # OF TRAVEL COORDINATOR:
Lori Bauder X-5681

8 IF TRIP WAS NOT BUDGETED, INDICATE HOW IT WILL BE FINANCED:

9 MODE OF TRAVEL: AIR RAIL BUS PRIVATE CAR
MILEAGE REIMBURSEMENT CITY VEHICLE

10 COST ESTIMATE	NO. OF MEALS	B	L	D	NO. OF NIGHTS LODGING	ESTIMATED COSTS	MEALS	LODGING	OTHER EXPENSE	TRANSPORTATION	TOTAL
	2	3	2	2	2	\$ 80	\$ 150	\$	\$ 118	\$ 348	

11 ESTIMATED DEPARTURE: MONTH-DAY-YEAR-TIME **5-16-99 7:30am**

11 ESTIMATED RETURN: MONTH-DAY-YEAR-TIME **5-18-99 4:30pm**

12 OTHER EMPLOYEES TRAVELING UNDER THIS REQUEST:

13 I HEREBY SUBMIT THIS REQUEST
John Doe
SIGNATURE OF EMPLOYEE

14 I HEREBY APPROVE THIS REQUEST
DEPARTMENT HEAD

15 ACTUAL EXPENSES (APPROVALS IN ITEMS 14 ABOVE DO NOT CONSTITUTE APPROVAL OF ACTUAL EXPENSES BELOW ON TRAVEL CLAIM)

DATE(S)	B	L	D	TOTALS
5-16	8	10	17	
5-17	8	10	17	
5-18	8	10	21	
				\$ 116.00
				30.00
				34.00
LODGING	75	75		150.00 (DC)
REGISTRATION	250			250.00
TAXI, ETC.			21	21.00
INCIDENTALS	5	5	5	15.00
BUSINESS EXPENSES				

TRANSPORTATION (EXPLAIN FULLY): **Unighobe**

IF PRIVATE CAR USED: LICENSE NO _____ MILES TRAVELED _____ X \$ _____ = \$ _____

TRANSPORTATION	\$ 118.00
GRAND TOTAL	\$ 634.00
LESS PREPAYMENTS	\$ 518.00
SUBTOTAL	\$ 116.00
LESS ADVANCE (IF ANY)	\$ 115.00
AMOUNT DUE	\$ 1.00

16 NOTE: MEAL CLAIMS EXCEEDING PER DIEM MUST BE SUPPORTED BY A RECEIPT (S) ATTACHED TO THIS REQUEST. ATTACH A CHECK OR MONEY ORDER PAYABLE TO THE CITY OF SACRAMENTO FOR ANY TRAVEL ADVANCE IN EXCESS OF CLAIMED EXPENSES.

17 I HEREBY CERTIFY THAT EXPENSES LISTED IN ITEM 15 WERE INCURRED BY ME ON OFFICIAL CITY BUSINESS.

17 APPROVED: _____ DATE: _____
DEPARTMENT HEAD
BY: _____

18 SIGNATURE OF CLAIMANT: **John Doe**



CITY OF SACRAMENTO
CASH RECEIPT

EXHIBIT K

TRANSACTION CODE	CR	CASH RECEIPT NUMBER	155607	DATE OF DEPOSIT	M M D D Y Y	ACCOUNTING PERIOD	M M Y Y	PAGE	OF
ACTION		BANK ACCOUNT	011	OFFSET CASH ACCOUNT		COMMENTS:			
<input type="checkbox"/> Original Entry (E) <input type="checkbox"/> Adjustment (M)									
						TR # 110-1051			

REFERENCE INVOICE NUMBER	LINE	FUND	AGENCY	ORGANIZATION	SUB-ORIG	ACTIVITY	REVENUE SOURCE XXXX	SUB-REV	JOB NUMBER	REPT CAT	PUL SHEET ACT 12XXX	OBJECT XXXX	SUB-ORIG	VENDOR/PROVIDER	AMOUNT	INC/DEC IND	P/F IND
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DESCRIPTION: (30 SPACES)																	
															205.00		

DESCRIPTION: (30 SPACES)																	
															235.00		

DESCRIPTION: (30 SPACES)															
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DESCRIPTION: (30 SPACES)															
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DESCRIPTION: (30 SPACES)															
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DESCRIPTION: (30 SPACES)															
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PREPARED BY: NAME John Doe PHONE XXXX TOTAL 30.00

DEPARTMENT/DIVISION POSTS Payroll DATE 4-16-99

CITY OF SACRAMENTO Note: Last name
JOURNAL VOUCHER of traveler

TRANSACTION CODE	AGENCY	J V	NUMBER	ACTION	ADJUSTMENT (A)	BUDGET OVERIDE INDICATOR	COMMENTS	DATE	ACCOUNTING PERIOD	DEBIT AMOUNT	CREDIT AMOUNT
REVERSAL DATE	M M O D Y Y	<input type="checkbox"/> ORIGINAL ENTRY (B)		<input type="checkbox"/> ADJUSTMENT (A)	<input type="checkbox"/> YES (M) <input type="checkbox"/> NO (N)		Tr # 110-0915				
ACCT TYPE	FUND	AGENCY	ORG	SUB	ACTIVITY	REV SRC	SUB OBJ	BALANCE SHEET	JOB NUMBER	DEPT	US REFERENCE
1	BANK	VP	110	1131	4864						

01	BANK	VP	101					1172			

Note: A journal voucher is prepared when the traveler expends the full amount of the advance. The journal voucher reallocates the advanced amount to the organization initiating the travel request.

PREPARED BY *Bill Smith* DATE *4/16/99* PHONE # *7XXX*

APPROVED BY _____ DATE _____ PHONE # _____

APPROVED BY _____ DATE _____ PHONE # _____