

**POLICY FOR REIMBURSEMENT FOR TRAVEL AND EXPENSES
FOR OFFICIALS APPOINTED BY THE CITY COUNCIL OF THE CITY OF PASADENA AS
MEMBERS OF COMMISSIONS OR COMMITTEES**

The City Council of the City of Pasadena believes that it is important that public officials protect public resources and foster public trust in the use of those resources. In order to promote these endeavors and comply with state law requirements regarding reimbursement of expenses, the City Council of the City of Pasadena hereby sets forth the travel and expense reimbursement policy for all members of Commissions, Committees or other bodies created by Title 2 of the Pasadena Municipal Code or by other action of the City Council.

A. AUTHORIZED EXPENSES

On occasion opportunities for meeting the City's goals can be enhanced by the participation of a member of a Commission, Committee or other body. Staff or the City Council may identify such opportunities and request from time to time that a member participate in a City-related meeting, seminar or conference. Any activities that may result in the need for expense reimbursement or that actually incur expenses shall require prior approval by the affected Department Director. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this Policy are met:

1. Attending educational seminars and training (including ethics training) designed to improve officials' skill and information levels;
2. Participating in local, regional, state and national organizations whose activities affect the City's interests.

B. EXPENSES NOT ELIGIBLE FOR REIMBURSEMENT

Appointed members of Commissions, Committees or other bodies are not authorized to incur expenses on behalf of the City. General operational expenses for printing, postage or other incidentals may only be incurred by authorized City staff.

In the event authorized expenses are incurred as allowed under Section A., above, the City will not provide reimbursement for personal expenses, including but not limited to:

1. The personal portion of any trip;
2. Political or charitable contributions or events;
3. Family expenses, including partner's expenses, when accompanying official on agency-related business, as well as child- or pet-related expenses;
4. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, spa and/or golf related expenses), or other cultural events;
5. Alcohol expenses;

6. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and

7. Personal losses incurred while on City business. Any questions regarding the propriety of a particular type of expense should be resolved by the City before the expense is incurred.

C. TRANSPORTATION

All authorized travel on City business shall be planned to provide for the most economical mode of transportation reasonably available. Reasonable travel modes may include:

1. Airfare. Airfares that are reasonable and economical shall be eligible for purposes of reimbursement. Government or group rates shall be used when available.

2. Automobile. Automobile mileage is reimbursed at Internal Revenue Service ("IRS") rates in effect at the time of travel. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable.

3. Car Rental. Rental rates that are reasonable and economical shall be eligible for purposes of reimbursement.

4. Taxis/Shuttles. Taxis or shuttles fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

D. LODGING

Lodging expenses will be reimbursed or paid for when authorized travel on official city business reasonably requires an overnight stay. If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. Travelers must request government rates, when available. In the event conference or government rates are not available, lodging expenses shall be reimbursed subject to the maximum per diem as set by the IRS rate in effect at the time of travel. (FY 2006 rates for California and Washington DC are attached. For other locations, See Cal. Gov't Code §53232.2(c) and Publication 1542 at www.irs.gov or www.policyworks.gov/perdiem.)

E. MEALS

Actual expenses shall be reimbursed subject to the maximum per diem for the meal as set by the IRS rate in effect at the time of travel. The City will not pay for alcohol expenses. Receipts for expenses for meals shall be required.

G. CASH ADVANCE POLICY

From time to time, it may be necessary for an official to request a cash advance to cover anticipated expenses while traveling or doing business on the City's behalf. Such request for an advance should be submitted to the affected Department Director ten (10) working days prior to the need for the advance with the following information:

1. The purpose of the expenditure(s);
2. The anticipated amount of the expenditure(s) (for example, hotel rates, meal costs, and transportation expenses); and
3. The dates of the expenditure(s).

Any unused advance must be returned to the City within ten (10) working days of the official's return, along with an expense report and receipts documenting how the advance was used. In the event City staff is uncertain as to whether a request complies with this policy, such individual must seek resolution from the Mayor.

H. EXPENSE REPORT CONTENT AND SUBMISSION DEADLINES

All cash advance expenditures and expense reimbursement requests must be submitted on an expense report form provided by the city.

Expense reports must document that the expense in question met the requirements of this Policy. Officials must submit their expense reports within ninety (90) calendar days of an expense being incurred, accompanied by receipts documenting each expense. All documents related to reimbursement under this policy, except as redacted to maintain the privacy of certain personal financial data (such as credit card numbers), shall be subject to disclosure under the California Public Records Act.

I. REPORTS TO COMMISSION OR COMMITTEE

At the next regular meeting of the Commission, Committee or other body, each official shall give an oral or written report on any meeting attended for which the official will be reimbursed. If multiple officials attended, a report may be made jointly. For the purposes of this section, "meeting" is defined as any seminar, conference or other meeting for which an official is reimbursed for travel, lodging, expenses and/or conference fees.

J. COMPLIANCE WITH LAWS; VIOLATION

It should be noted by officeholders that some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the Public Records Act and other applicable laws. Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to the City, 3) the agency's reporting the expenses as income to the elected official to state and federal tax authorities, 4) civil penalties of up to \$1,000 per day and three times the value of the resources used, and 5) prosecution for misuse of public resources.