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*CITY OF BIG BEAR LAKE, CALIFORNIA*

***ADMINISTRATIVE INSTRUCTION***

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Number 90-48

Issued: 12/26/90

Revised: 08/1/2005

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**SUBJECT: BUSINESS MEETING ATTENDANCE AND TRAVEL AUTHORIZATION  
AND REIMBURSEMENT OF EXPENSES**

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**PURPOSE**

To establish and articulate the policies and procedures of the City of Big Bear Lake regarding reimbursement for expenses incurred while performing City business.

**GENERAL POLICY STATEMENT**

To qualify for reimbursement, expenses must be reasonable, actual, and necessary and for the specific benefit of the City of Big Bear Lake.

The City recognizes the benefit of training and attendance at meetings and functions, which advance professional knowledge and provide opportunities to exchange information related to municipal government operations and issues. Authorization for travel and expense reimbursement shall be limited to conferences, meetings, and other functions from which the City derives a specific benefit through attendance. Only that travel/attendance which serves a municipal purpose and is deemed necessary and/or advantageous to the City of Big Bear Lake shall be approved and reimbursed.

**SCOPE OF POLICY**

This policy encompasses expenses incurred by general employees, management employees, contract employees, and appointed officials for approved City business only.

**REVIEW AUTHORITY**

Employee expense reimbursement requests shall be reviewed and approved by the Department Head and the City Manager. All expense reimbursement requests shall then be reviewed by the Finance Director or his/her designee for compliance with this policy and the adopted operating budget of the City.

Employee training and conference expense reimbursement requests shall be reviewed and approved by the Department Head, the Human Resources Director and the City Manager. All expense reimbursement requests shall then be reviewed by the Finance Director or his/her designee for compliance with this policy and the adopted operating budget of the City.

**AUTHORIZATION**

Requests for authorization to attend conferences, training, and/or meetings must be submitted in advance to the appropriate Department Head on the Employee Training and Conference Request Form (attached hereto as Exhibit A). The Department Head, Human Resources Manager, and the City Manager shall review and authorize all requests prior to travel or attendance.

## **EXPENSES**

Use of Vehicles: When an employee is required to use his or her private automobile they shall be eligible for mileage reimbursement at the prevailing I.R.S. rate. In the case of employees using their private automobile for City business, it is acknowledged that the mileage reimbursement rate includes the employee's retention of auto comprehensive liability insurance, which is considered primary in case an accident occurs during the course of City business.

Travel Expenses: The City of Big Bear Lake will reimburse eligible individuals for all reasonable, actual and necessary expenses while traveling on approved City business. Travel expenses other than mileage and meals will not normally be allowed for activities held within a distance of sixty-four (64) miles from the City of Big Bear Lake Civic Center.

Allowable travel expenses include:

Transportation: All transportation is to be by the most economical and practical means available.

- a. Air transportation: Shall be by coach or tourist class.
- b. Personal automobile: Mileage shall be reimbursed at the prevailing I.R.S. rate. Mileage reimbursements shall not exceed the lowest airfare equivalent.
- c. Transportation pooling: When two or more individuals attend the same functions, they will be expected, whenever practical, to pool transportation, including personal automobile and ground transportation.
- d. Taxi, car rental and limousine services: Taxi, shuttle bus, airport limousine, or other public transportation shall be used between airport, hotel, and conference sites whenever available. Car rental shall be used only when it can be demonstrated that it is less expensive than other forms of ground transportation to out of area meetings or conferences.

Lodging: The reasonable cost of lodging for events, meetings, or conferences requiring an overnight stay and which are more than sixty-four (64.01) miles from City of Big Bear Lake Civic Center. Whenever possible, the employee is to secure the group conference rate made available through the sponsoring organization, and when possible should stay at the conference or meeting hotel in order to reduce ground transportation expenses.

Parking Expenses: The actual cost of airport or hotel parking shall be reimbursable at the actual rate charged.

Telephone Charges: Necessary business-related telephone calls incurred by an employee on authorized travel may be reimbursed.

Meals: Reimbursement for meals and snacks of up to \$55.00 per day shall be paid to individuals on business trips lasting at least one full day (including beverages, taxes and gratuities). Meals and incidental expenses are reimbursed on a Per Diem basis. When per diem is requested and approved prior to the event, receipts or proof of payment for the expenses covered are not required.

The following amounts are allowed for meals:

Breakfast	\$15.00
Lunch	\$15.00
Dinner	\$25.00

Per Diem payment includes all tips, taxes, and incidentals. Expenses for high cost cities including Monterey, Palm Springs, San Diego, San Francisco, New York, and Washington, D.C. shall be up to \$65.00 as follows: Breakfast – \$15, Lunch – \$20, Dinner - \$30. Meals provided as part of the conference or meeting registration are to be deducted from expenses. (Per Diem Request Form attached hereto as Exhibit B).

In lieu of Per Diem, meals are reimbursable at the actual rate charged when a receipt is presented up to the allowable amounts as follows: Breakfast – \$15, Lunch – \$15, Dinner - \$25. Meals provided as part of the conference or meeting registration are not reimbursable.

Partial-Day Traveling: Meal reimbursement for partial day traveling shall be based on the actual charge established for each meal by the particular meeting or conference attended. Where the meal price is not established by the meeting or conference nor included in the registration price, the meal reimbursement shall be based upon the established cost of \$15.00 for breakfast, \$15.00 for lunch, and \$25.00 for dinner. Use of a personal automobile for partial-day of traveling shall be reimbursed at the prevailing I.R.S. rate.

Conference or Seminar Registration: Normally conference and/or seminar registration fees will be paid in advance directly by the City. When possible, the individual attendee is expected to request lower cost advanced registration.

Non-Reimbursable Expenses: The following expenses are not considered reimbursable:

- Alcoholic beverages or non-alcoholic beer
- Expenses of a spouse, relative, significant other, or friend(s) which accompany the individual to the meeting, seminar, conference, event, etc.
- In-room movies
- Private telephone usage
- Personal items, laundry, dry cleaning, etc.

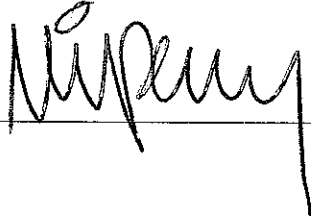
Cost Advantage: When traveling before or after an event or when staying over a Saturday results in a cost savings, the City Manager or designee, as appropriate, may authorize additional travel days.

Additional Travel Days: Except as approved by the City Manager or designee, if any individual elects to travel in advance or stay longer on personal business or on vacation status, the City shall be obligated only for the round trip travel cost for the event and for the eligible costs incurred during the event. The City shall not be obligated for expenses incurred on the additional travel days.

Compensation: Non-exempt individuals attending meetings, events, seminars, conferences, etc. will be compensated only for normal or scheduled work hours. No overtime shall be paid for time spent attending meetings, events, seminars, conferences, etc., unless the law requires overtime payment. Non-exempt employees will track the time spent traveling and the start and finish time of the conference. (Training Record attached hereto as Exhibit D).

**DOCUMENTATION AND REPORTING**

All requests for reimbursement must be itemized on a Travel Expense Form and be accompanied by the appropriate receipts. Requests for reimbursement are required to be turned in within three (3) weeks from the end of the event. (Travel Expense Form attached hereto as Exhibit C).

A handwritten signature in black ink, appearing to read "Michael Perry", is written over a horizontal line.

Michael Perry  
City Manager

**CITY OF BIG BEAR LAKE  
EMPLOYEE TRAINING AND CONFERENCE REQUEST FORM**

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Employee: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Date of Program: \_\_\_\_\_

Name of Course/Seminar/Program/Conference: \_\_\_\_\_

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Type of Training & Name of Sponsor (i.e., continuing education, certificate program, re-certification, professional development, skill enhancement, etc.) \_\_\_\_\_

**Number of Hours of Training:**

Interpersonal \_\_\_\_\_  
Professional Development \_\_\_\_\_  
Safety \_\_\_\_\_  
Technical \_\_\_\_\_

**Estimated Cost:**

Registration	\$ _____
Accommodations	\$ _____
Transportation	\$ _____
Meals	\$ _____
Miscellaneous (tips, telephone incidentals)	\$ _____
Materials	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

Charge \$ \_\_\_\_\_ to account 110-4150-2670

Charge \$ \_\_\_\_\_ to account \_\_\_\_\_

**Approvals**

\_\_\_\_\_  
Division Manager

\_\_\_\_\_  
Human Resources Manager

\_\_\_\_\_  
City Manager

**CITY OF BIG BEAR LAKE  
 PER DIEM REQUEST FORM**

**EXHIBIT B**

<b>Name:</b>	<b>Dept:</b>	<b>Date of Per Diem Request:</b>
<b>Date of Trip:</b>	<b>Purpose of Trip:</b>	<b>Authorized By/Date:</b>

<b>DATE:</b>								<b>NOTES</b>
<b>TIME:</b>								
<b>DESCRIPTION</b>	<b>Sun</b>	<b>Mon</b>	<b>Tues</b>	<b>Weds</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	
<b>Breakfast</b>								
<b>Lunch</b>								
<b>Dinner</b>								
<b>TOTAL PER DIEM REQUEST:</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**Explanations:**

The undersigned, under penalty of perjury, states that the above claim is correct.		Total Per Diem Request:	\$
Claimant Signature:	Date:	Fund Account #:	
Division Manager Approval:	Date:		
Human Resources Approval:	Date:		
City Manager Approval:	Date:		

*\*Please deduct from Per Diem any meals provided at conference or meeting.*

**CITY OF BIG BEAR LAKE  
TRAVEL EXPENSE FORM**

**EXHIBIT C**

<b>Name:</b>	<b>Dept:</b>	<b>Date of Claim:</b>
<b>Position:</b>	<b>Purpose of Trip:</b>	<b>Authorized By/Date:</b>

Method of Transportation:	Departed From:			Arrived At:		
	Name of City:	Date	Time	Name of City:	Date	Time

**EXPENDITURES**

Indicate by a "C" when charges were made to CITY Credit Card.  
Backup documents must be attached.

DESCRIPTION	DATE:	Sun	Mon	Tues	Weds	Thurs	Fri	Sat	TOTAL
Breakfast									
Lunch									
Dinner									
Hotel (Lodging)									
Air/Travel Fare									
Auto Rental									
Mileage/Fuel Miles @ 40.5 ¢/mi									
Taxi, Bus, Other									
Telephone									
Registration Fees									
Parking									
Miscellaneous (explain below)									
<b>TOTAL:</b>									

**Explanations:**

The undersigned, under penalty of perjury, states that the above claim is correct.		Total Expenditures:	
Claimant Signature:	Date:	Amount Advanced/Prepaid (Hotel & Registration-check)	
		Due City / Traveler: (Circle One)	
Division Manager Approval:	Date:	Total Charged on City Credit Cards: (breakfast & parking)	
		Fund Account #:	
Human Resources Approval	Date		
City Manager Approval:	Date:		

**EXHIBIT D**

**TRAINING RECORD  
 Non-Exempt Employees**

Employee Name

Training

	Date	Departure Time	Arrival Time
Departure Travel Day			
Return Travel Day			

Training Day	Date	Time Training Began	Time Lunch Began	Time Lunch Ended	Time Training Ended
Training Day 1					
Training Day 2					
Training Day 3					
Training Day 4					
Training Day 5					
Training Day 6					
Training Day 7					
Training Day 8					
Training Day 9					
Training Day 10					

**SIGNATURE**

**DATE**