

## CITY TRAVEL POLICY STATEMENT

### PURPOSE

To set forth the policy for official City travel for reimbursement of expenses incurred by City Council members, appointed officials, members of special boards, commissions, committees, and employees while traveling overnight on official City business. This policy will not apply for commuter (local) training seminars and local City business expenses, nor is it intended to supersede Police Officer Standard Training reimbursable travel policies established by the State of California or the Newport Beach Police Department. The governing rule for all City travel expenses will be availability, economy, convenience, and propriety.

### TRAVEL POLICY

- A. The City will provide reimbursement for expenses directly related to attendance at approved conferences, seminars, meetings, and other official functions/purposes.
- B. Official travel is planned, approved, and budgeted at the Department level.
- C. All official travel must be approved prior to the time of the travel by the Finance Director.
- D. The City Manager will adopt and enforce administrative procedures that assure that all City authorized travel is:
  - 1. Paid directly by the City or reimbursed to the traveler based on actual, itemized expenses or should be covered by per diem payment.
  - 2. The City's per diem rate for Meals and Incidental Expenses (M&IE) will be equal to the U.S. General Services Administration's (GSA) M&IE rates. ([www.GSA.gov](http://www.GSA.gov)).

### PROCEDURE

- A. Each Department Director will include all planned trips in the Department's annual budget requests. The Travel Authorization Form will be used as a planning/cost estimation guide. For unbudgeted, unplanned travel, the same form will be prepared at the time travel is requested.

- B. All requests for travel advances will include the original Travel Authorization Form signed by the Department Director.
- C. The Travel Expense Claim Form will be used to file the final travel claim with the Finance Director. A copy of the Travel Authorization Form must be attached.

#### SPECIAL REIMBURSEMENT RULES RELATED TO CITY COUNCIL

California Government Code Section 53232, *et seq.*, provides restrictions on expense reimbursements paid to members of legislative bodies. Members of a legislative body may only be reimbursed for actual and necessary expenses incurred in the performance of official duties and their travel claims must be accompanied by the receipts documenting each expense.

#### CONTINUITY OF CITY GOVERNMENT POLICY

With the advent of different modes of rapid transportation, there is the possibility of accidents injuring or killing several people simultaneously. Since Council Members are required to attend conferences, conventions and meetings outside City Hall, it is desirable to require that whenever possible, no more than three members of the City Council use the same transportation at the same time.

When it comes to the Council's attention that a conference, convention, or meeting in which transportation is required, Council Members shall make an effort to arrange their itinerary so that no more than three members of the City Council use the same transportation. The City Clerk will be utilized to provide alternate travel arrangements where necessary in order to comply with this policy.

This policy will help insure that there will be a continuity of City government and that there is always a majority of Council members capable of fulfilling the responsibilities placed upon them by the City.

In addition, the City Manager, Department Directors and other key personnel should use the same guidelines in traveling separately on official business whenever practicable.

**Adopted - June 8, 1992**

**Amended - January 24, 1994**

**Amended - February 26, 1996**

**Amended - April 23, 2002**

**Amended - October 10, 2006**

**Amended - August 11, 2009**

**Amended - September 27, 2011**

**Amended - February 12, 2019**

**Formerly F-25**