



# Administrative Regulations

Number AR4-1  
Issue 10

**Subject: Authorization and Reimbursement for General Business Expenses.**

## I. PURPOSE

The purpose of this regulation is to define and clarify authorized reimbursable general business expenses to include, but not be limited to, travel, professional memberships, employee functions, and other related expenditures incurred while conducting City business and to establish procedures for authorization and reimbursement of such expenses.

## II. SCOPE

This regulation is applicable to all City departments and offices responsible directly to the City Manager. It is also requested that elective offices and other independent offices and departments of the City comply with these procedures in the interest of administrative uniformity.

## III. EXCEPTIONS

The City Manager may exempt any employee from the provisions of this regulation at anytime should it be determined that the exception is warranted by extraordinary circumstances or operating requirements.

## IV. AUTHORITY

Personnel Ordinance Section 1.16 is the legal authority for reimbursement of necessary expenses incurred by City employees in the performance of their duties.

## V. DEFINITION

City officials and employees shall be expected to exercise good judgement and show proper regard for economy when incurring expenses in connection with official City business.

The following sections list expense classifications for information and guidance in determining expenses which are appropriate for City business-related purposes, memberships in professional organizations, and subscriptions to business related newspapers and journals. However, the City Manager may, at his discretion, approve or disapprove any of the types of travel or expenses outlined below, or any other such expenses not listed as he deems appropriate to specific circumstances.

## VI. AUTHORIZATION AND REIMBURSEMENT POLICY FOR TRAVEL AND RELATED EXPENSES.

Each department must identify one or more travel coordinator(s) who will be responsible for coordinating travel arrangements with any travel agency with whom the City has entered a contract. Such travel agency will be used to search for air travel, ground travel and lodging alternatives, and secure and provide ticketing for the travel and lodging alternatives when requested by the Departmental Coordinator. The City Manager may appoint a City Travel Administrator to administer and control certain aspects of City travel, as described herein.

Transportation:

The following transportation modes may be employed for the purpose of traveling on City business:

(1) Air - Allowance for air travel will be reimbursed only for the actual round-trip fare. All City employees shall utilize coach or tourist class accommodations when traveling by commercial airline. All City air transportation must be paid via a Business Travel Account that will be administered by the Travel Administrator or paid by a personal credit card. Each Department Coordinator will receive an authorization number to use when securing air transportation, and will be responsible for auditing the Business Travel Account for the respective department before payment is made.

(2) City Vehicle - If available, use of a departmentally assigned or dispatch pool City vehicle is preferred over the use of a personal vehicle, and may be authorized for travel to and from designated places on City business outside the City when this method of transportation can be demonstrated as the most economical means available.

Costs for the use of City vehicles for this purpose shall be calculated based on current dispatch vehicle rental rates, as determined by the Fleet Services Bureau, or as a percentage of the total monthly rental charges for a departmentally assigned vehicle. Additionally, costs associated with the use of City vehicles should include the value of any City autoscript to be used for fueling such vehicles. Autoscript will not be issued to an employee utilizing a personal vehicle on City business, who will receive mileage or receives an automobile allowance.

Employees are authorized to pay for emergency repairs of a City vehicle while on a trip outside the City if the condition is such that repairs are essential to ensure a safe return to Long Beach. All receipts for any such repairs must be retained and forwarded to the department to which the vehicle is assigned, together with the request for reimbursement. Employees utilizing dispatch vehicles should forward such requests to Fleet Services Bureau for reimbursement.

(3) Private Automobile - In the absence of a departmentally-assigned or dispatch pool vehicle, and with specific permission from either an employee's department head or the City Manager, an amount not to exceed coach or tourist class air fair will be authorized for the use of private cars in travel to and from designated place(s) on City business outside the City, based on the mileage allowance rate in the current Salary Resolution. For employees who receive a monthly Auto Allowance, the reimbursable mileage is calculated by deducting 100 miles from the total round-trip miles traveled. Employees who do not receive a monthly Auto Allowance shall be reimbursed for total round-trip miles.

(4) Garage and Parking Expenses - Expenses for parking and storage of private or City vehicles may be authorized. Receipts should be provided to obtain reimbursement.

(5) Vehicle Rentals, Taxi and Transit Fare - Expenses for such transportation may be authorized where such conveyances are reasonable and necessary to conduct City business. Receipts for vehicle rentals must be provided to obtain reimbursement.

Lodging:

Expenses will be allowed for adequate lodging. Itemized receipts for lodging must be provided to obtain reimbursement.

Meals:

Reasonable and customary expenses for meals may be authorized for City employees as required to conduct Official City duties. Employees traveling on City business shall be entitled to reimbursement of expenses incurred for necessary meals not to exceed breakfast, lunch, and dinner in any one day. The maximum that will be reimbursed for meals in one day is \$50, excluding gratuity. This sum can be split among meals as desired by the employee, and should be reduced accordingly for less than full business days. In the event that travel location or the nature of business conducted requires a higher meal limit, a larger reimbursement may be approved by the corresponding department head or the City Manager for department heads

Employees who, during the normal course of performing their duties, must provide meals for representatives of other governmental agencies or other persons doing business with the City in order to

most effectively execute their responsibilities may be authorized reimbursement for expenses associated with such meals. The limitations detailed in the "Meals" section above will also apply to these meals. When requesting such reimbursement, the following documentation should be submitted in accordance with the procedures specified in Section XI. of this regulation:

- (1) A copy of the bill, or credit card receipt for the meal(s);
- (2) A description of the purpose of the meal(s), including an explanation of its necessity to the City; and
- (3) A list of all persons, including other City employees who were in attendance, specifying their organization and/or title.

Tips and Gratuities:

Reasonable expenses for tips are allowable for meals (as limited above), hotel, and transportation purposes.

Registration Fees:

Convention or meeting registration fees qualify for reimbursement. The City will pre-pay conference registrations prior to the date of the event. In cases where early registration is not possible, a receipt or registration form illustrating the fee amount must be provided with the reimbursement request.

Telephone, Telegraph and Fax:

Telephone, Telegraph, and fax expenses may be incurred only for the conduct of City business. One daily telephone call to an employee's family for a reasonable duration will be reimbursed by the City.

Miscellaneous:

All items of expense otherwise unclassified shall be considered in this category. Examples of such expenses which may be authorized are public stenographer fees, duplicating expenses, and the cost of publications of value to the City. Other expenses as necessary when traveling on City business may be allowed and should be included within this classification when requesting reimbursement. It is the policy of the City that no employee shall sustain personal monetary loss as a result of duties performed in the service of the City. However, all expenditures and requests for reimbursement shall logically relate to the conduct of City business and shall be necessary to accomplish the purposes of such business.

VII. AUTHORIZATION AND CONTROL POLICY FOR PROFESSIONAL MEMBERSHIPS, DUES AND SUBSCRIPTIONS

Memberships in Professional Organizations:

Employee memberships in professional organizations are appropriate City expenses. However, the Department Head, at his/her discretion must approve such memberships prior to submitting the application form or invoice for processing or a request for reimbursement. Memberships in organizations shall logically be related to the conduct of City business.

Subscriptions to Professional Literature:

Subscriptions to professional journals and magazines are considered appropriate expenses. Departments should avoid subscribing to multiple periodicals, which provide similar information. When at all practical, departments should avoid duplicating subscriptions already purchased by other departments.

Newspaper Subscriptions:

Expenses for a reasonable minimum number of subscriptions to newspapers such as the Press Telegram, the Los Angeles Times and the Wall Street Journal are considered appropriate for all City departments.

Professional Licenses & Registration:

Expenses incurred by employees for professional licenses and registrations such as engineers, architects, nurses, attorneys and others are not eligible for reimbursement. These costs should be borne by the individual employee due to the fact that these registrations are often a prerequisite for employment.

VIII. AUTHORIZATION AND CONTROL OF COSTS INCURRED FOR EMPLOYEE FUNCTIONS

Holiday-Related Activities:

The utilization of City monies to fund holiday related activities, (e.g., parties, Christmas cards) birthday parties or other office parties and related decorations is inappropriate. City funds may not be utilized to purchase these items.

Expenses Associated with Employee Retirement/Going-Away Functions:

Retirement or going-away functions for City employees and associated gifts, flowers, and cards are not appropriate expenditures. City monies should not be utilized to fund these activities.

Non-Profit Private Organization Luncheons:

Expenses incurred by an individual or department for attendance at a luncheon, benefit or event of such nature which is organized by a non-profit organization, and not directly related to City business or a City employee's responsibilities, shall not be considered an appropriate reimbursable expense. City monies should not be utilized for this purpose.

Professional Organizational Functions:

Expenses incurred in connection with attendance at professional organizational functions held in the Los Angeles area are considered appropriate. The employee must receive prior approval from the department head. A receipt illustrating the cost of the function should be submitted for reimbursement.

Miscellaneous Meals.

Expenses for meals not defined under Section VI. and VIII. Such as City awards luncheons and dinners, retirement luncheons, dinners, or receptions associated with service club meetings will not be authorized for reimbursement unless specifically approved by the City Manager.

IX. AUTHORIZATION AND CONTROL OF COSTS ASSOCIATED WITH PROVIDING REFRESHMENTS.

Coffee and Tea for Employees:

The utilization of City funds for the purchase of coffee, tea, and similar refreshment items for employees is inappropriate. Where desired, such items should be financed from employee supported funds for use in their own departments.

Refreshments for Visitors/Training Sessions:

Expenses incurred by a department for providing refreshments at meetings which involve many departments, outside guests, quarterly meetings, and events of this nature shall be reimbursable with City

funds. The event must be directly related to City business. Food and drink items provided at such events should promote good employee health.

When requesting such reimbursement, the following documentation should be submitted in accordance with the procedures specified in Section XI. of this regulation:

- (1) A copy of the receipt; and
- (2) A description of the event stating that the event was directly related to City business and a justification for the expenditure.

#### X. REQUIRED AUTHORIZATION FOR TRAVEL

It is the City's intent to minimize travel expenses without precluding participation of City officials at national or state conferences or meetings. The following guidelines shall govern authorization for travel:

##### A. City Manager Approval

The City Manager shall authorize all overnight travel by department heads, and shall authorize overnight trips for which more than one City employee is traveling to the same destination and function. To obtain approval the department head shall submit a written request, in advance of travel, which describes the purpose, destination, inclusive dates of the trip, and an estimate of expenses.

##### B. Department Head Approval

A Department Head may authorize out-of-state travel by an employee in his/her department. The limitations detailed in the "City Manager Approval" section above will apply to this approval process. To obtain such authorization, the employee shall submit a written request to the department head, in advance of travel, which describes the purpose, destination, inclusive dates of the trip, and an estimate of expenses.

#### XI. PROCEDURES FOR OBTAINING REIMBURSEMENT FOR APPROVED TRAVEL OR RELATED BUSINESS EXPENSES

A. Reimbursement for expenses incurred while traveling overnight in connection with City business shall be requested upon the completion of such travel in accordance with the following procedures:

- (1) Part II of a Travel Request and Expense Report Form should be completed to reflect under Item 14 all expenses for each day in the various categories specified. The inclusive dates of travel should be entered at the top of each appropriate column. All appropriate signatures should be affixed to Items 9, 16, and 17.
- (2) Based on the report described in (1) above, a Direct Payment form for the total amount requested should be prepared, specifying the individual to whom the reimbursement check will be issued, the purpose of the functions attended, the location and the inclusive dates of travel.
- (3) The final copy of the Travel Request and Expense Report form should be attached to the Direct Payment form. All receipts, bills, lists of guests at meals and any other/detailed information which will explain the level of expenditure or other documentation required by Section V. Of this regulation should also be attached. These forms should be submitted to the Financial Management Department, Accounts Payable, within five (5) working days of the date when the expenses were incurred. A copy of these forms should be retained by the department for its own records.

B. Reimbursement of expenses incurred for meals, incidental travel, parking tips, etc., in connection with travel on City business not involving overnight stays, away from the City and all

other authorized general business expenditures as described in this regulation shall be requested in accordance with the following procedures:

- (1) A Direct Payment form should be prepared specifying the individual to whom the reimbursement check will be issued, the nature and cost of the items for which reimbursement is requested, including information where appropriate on the functions attended, purpose of the functions or expenditures, names of individuals in attendance or participating and why the expenditure was necessary for City business (see Section V. of this regulation).
- (2) This Direct Payment form should be submitted to the Financial Management Department, Accounts Payable, as outlined in Section XI. A. (3) above.