

**Effective 7/1/12, the maximum lodging rate is \$340.67 per night, and the maximum meal reimbursement rate is \$113.56 per diem (see Sections 6 and 7)**

CITY OF CERRITOS  
CERRITOS REDEVELOPMENT AGENCY  
CERRITOS PUBLIC FINANCING AUTHORITY

TRAVEL REIMBURSEMENT AND ETHICS TRAINING POLICY

**1. PURPOSE**

The City of Cerritos/Cerritos Redevelopment Agency/Cerritos Public Financing Authority shall reimburse expenditures incurred only in the course of official and authorized City/Agency/Authority business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, provided other applicable requirements of this policy, or other City/Agency/Authority policies, are also met.

They include, but are not limited to:

- a. Communicating with representatives of local, regional, state and/or national government on City/Agency/Authority-related issues;
- b. Attending educational seminars designed to improve skills, knowledge and information levels;
- c. Participating in local, regional, state and/or national organizations whose activities affect City/Agency/Authority interests;
- d. Recognizing service to the City/Agency/Authority or community;
- e. Attending community events or participating in the events of local nonprofit, service or philanthropic organizations;
- f. Meetings with representatives of local organizations, charitable groups, religious affiliations or intergovernmental agencies to discuss matters affecting the interests of the City/Agency/Authority;
- g. Implementing a City/Agency/Authority approved strategy for attracting or retaining business to the City; and
- h. Meetings with City/Agency/Authority consultants, contractors, advisors, agents, legal counsel, etc. to discuss matters of importance to the City/Agency/Authority.

International travel expenses shall require prior approving authority approval.

**2. APPLICABILITY**

This policy shall apply to all persons incurring expenses during official City/Agency/Authority business and/or while acting on behalf of the City/Agency/Authority, for which reimbursement is sought.

This includes, but is not limited to, members of the City Council/Redevelopment Agency/Financing Authority, City Commissions, Committees, ad hoc/blue ribbon committees, (hereinafter "officials"); City/Agency/Authority non-legislative appointees (hereinafter "appointees"); and staff members, employees, volunteers, and additionally designated individuals of the City Council or City Manager (hereinafter "employees"). The City Council/Redevelopment Agency/Financing Authority shall make the final decision regarding compliance with this policy for "officials" and "appointees," and for "employees" the City Manager/Executive Director shall make such decision.

**3. NON-REIMBURSABLE**

Examples of expenses incurred that the City/Agency/Authority will not reimburse include, but are not limited to, the following:

- a. The personal portion of any trip;
- b. Political or charitable contributions or events;
- c. Family expenses, including partner's expenses when accompanying officials, appointees or employees on City/Agency/Authority-related business, as well as children or pet-related expenses;
- d. Entertainment expenses, including movies, sporting events, or other cultural events;
- e. Non-mileage personal automobile expenses, including repairs, traffic/parking citations, insurance or gasoline; and
- f. Personal losses incurred while on City business.

Any questions regarding a particular type of expense should be resolved by the approving authority before the expense is incurred.

**4. COST CONTROLS**

To conserve City/Agency/Authority resources and keep expenses within community standards, expenditures should adhere to this policy. In the event that expenses are incurred which exceed this policy, the cost borne or reimbursed by the City/Agency/Authority will be limited to the costs that fall within this policy, unless previously approved otherwise or provided for otherwise in this policy, by the approving authority.

**5. TRANSPORTATION**

The most economical mode and class of transportation reasonably consistent with scheduling needs, and cargo space requirements must be used, using the most direct and time-efficient route. Government and/or group rates must be used when available.

- a. **Airfare.** Coach class priced on round-trip purchase; or one-way (both directions) whichever is most cost effective. Every attempt should be made to secure advance pricing.
- b. **Automobile.** Automobile mileage will be reimbursed based on the City employment system/personnel policies resolution presently in effect. These rates are intended 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, when necessarily incurred. Mileage reimbursement will not be paid for rental vehicles; only receipted fuel expenses will be reimbursed.
- c. **Car Rental.** Economy, compact or mid-sized rentals only. If several officials and/or employees are sharing a car rental, a larger size may be appropriate. Applicable loss damage waiver insurance is encouraged. Attempts should be made to acquire the lowest rate through competitive shopping and advance reservations. Car rentals may be considered an alternative to airfare or mileage reimbursement where the cost of airfare or mileage equals or exceeds the cost of car rental.
- d. **Taxis/Shuttles.** Taxis or shuttle fares may be reimbursed, including a gratuity not to exceed 15 percent per fare, when the cost of such fares are equal to or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

**6. LODGING**

Lodging expenses will be reimbursed or paid for, when travel on official City/Agency/Authority business reasonably requires an overnight stay.

- a. **Conference/Meetings.** 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. If the group rate is not available, see below.
- b. **Other Lodging.** Travelers must request government rates, when available. A listing of hotels offering rates in different areas is available through the State of California's "Lodging Guide Program." Lodging rates that are equal to or less than government rates are presumed to be reasonable and reimbursable for purposes of this policy.

In the event that government rates are not available, lodging rates that do not exceed \$300 per night are presumed reasonable and, hence, reimbursable. In unique circumstances, the City Manager/Executive Director may approve the reimbursement of reasonable lodging costs that exceed the standards above.

The maximum lodging amount will be annually adjusted to reflect changes in the cost of living in accordance with statistics published by the United States Department of Labor, Bureau of Labor Statistics Consumer Price Index, all urban consumers for the Los Angeles Metropolitan Area.

**7. MEALS**

Meal expenses and associated gratuities will be reimbursed at a maximum rate of \$100 per diem.

Such amount will be annually adjusted to reflect changes in the cost of living in accordance with statistics published by the United States Department of Labor, Bureau of Labor Statistics Consumer Price Index, all urban consumers for the Los Angeles Metropolitan Area.

**8. TRAVEL-RELATED TELEPHONE/FAX/CELLULAR/INTERNET USE**

Individuals subject to this policy will be reimbursed for actual telephone, fax, cellular and internet expenses incurred on business upon submission of a photocopy of the bill (with personal information redacted.) Telephone bills should identify which calls were made on City/Agency/Authority business. For cellular calls when the official, appointee or employee has a particular number of minutes included in their plan, the official, appointee or employee shall identify the percentage of calls made on public business and pro rate the bill accordingly. Cellular telephone expenses will not be reimbursed for individuals who receive a City/Agency/Authority cellular telephone stipend.

**9. AIRPORT PARKING**

Airport parking fees shall be reimbursable.

**10. OTHER**

Reasonable baggage handling fees and gratuities of up to 15 percent will be reimbursed. Expenses for which City officials, appointees or employees receive reimbursement from another agency are not reimbursable.

**11. CASH ADVANCES**

From time to time, it may be necessary for an official, appointee or employee to request a cash advance to cover anticipated expenses while traveling or doing business on behalf of the City/Agency/Authority. Such request must be submitted to the City Manager/Executive Director or his designee prior to the need for the advance with the following information:

- a. The purpose of the expenditure(s);

- b. The benefits of such expenditure(s) to the City/Agency/Authority;
- c. The anticipated amount of the expenditure(s) (i.e., hotel rates, meal costs, and transportation expenses); and
- d. The date(s) of the expenditure(s).

Any unused cash advance must be returned to the City/Agency/Authority treasury within five business days of the official's, appointee's or employee's return. Expense reports and receipts documenting how the advance was used in compliance with this reimbursement policy shall be submitted as set forth in this policy.

#### **12. TRAVEL-RELATED CREDIT CARD USE**

Holders of City/Agency/Authority issued credit cards may use the City/Agency/Authority credit card for such purposes as provided herein. Receipts documenting expenses incurred on the City/Agency/Authority credit card and in compliance within this policy must be submitted as set forth below.

#### **13. EXPENSE REPORT CONTENT AND SUBMISSION DEADLINE**

All cash advance expenditures and expense reimbursement requests must be submitted on an expense report form provided by the City/Agency/Authority. Expense reports must document that the expense in question met the requirements of this policy.

Officials, appointees and employees must submit their expense report within thirty (30) days of an expense being incurred, accompanied by receipts documenting each expense.

Inability to provide such documentation in compliance with this policy may result in the reimbursement request being denied.

#### **14. AUDITS OF EXPENSE REPORTS**

All expenses are subject to verification that they comply with this policy.

#### **15. REPORTS TO LEGISLATIVE BODY**

At the next regular City Council meeting or regular meeting of the respective legislative body following the incurring of the expense, each official shall briefly report to their respective legislative body on the meeting(s) attended at the City/Agency/Authority expense. If multiple officials attended, a joint report may be made. Meetings shall have the meaning as defined in Government Code section 53232.

#### **16. COMPLIANCE WITH THE LAWS**

Officials, appointees and employees should recognize that some expenditures may be subject to reporting under the Political Reform Act and/or other laws or may be prohibited altogether. All City/Agency/Authority expenditures are public records subject to disclosure under the Public Records Act.

#### **17. ETHICS TRAINING**

Pursuant to applicable state law, City/Agency/Authority officials, as well as members of any body of the City that is subject to the provisions of the Ralph M. Brown Act ("Open Meeting Law") and which receive stipends or reimbursement for actual and necessary expenses incurred, shall be required to attend and must complete a certified curriculum in ethics training at least once every two years, (or as frequently as the law may subsequently be amended to provide.) Such individuals shall submit copies of their certification to the City Clerk/Agency Secretary/Authority Secretary within thirty (30) days of completion of the curriculum. Records showing proof of completion of ethics training in compliance with AB 1234 shall be filed and maintained in the City Clerk's Office and have a retention period of at least five years.

#### **18. VIOLATION OF THIS POLICY**

Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:

- a. Loss of reimbursement privileges;
- b. A demand for restitution to the City/Agency/Authority;
- c. The City reporting the expenses as income to county, state and/or federal authorities;
- d. Civil penalties of up to \$1,000 per day and three times the value of the resources used;
- e. Prosecution for misuse of public resources;
- f. Disciplinary action, up to and including termination, dependent upon severity and frequency.

#### **19. ENFORCEMENT AUTHORITY**

It shall be the duty and responsibility of the City Council/Redevelopment Agency/Financing Authority to enforce the provisions of this policy as respects officials and appointees. It shall be the duty and responsibility of the City Manager/Executive Director to enforce the provisions of this policy as respects employees.