

CITY OF OAKLAND  
AGENDA REPORT

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

2009 OCT 15 PM 6:44

TO: Office of the City Administrator  
ATTN: Dan Lindheim  
FROM: Budget Office  
DATE: October 27, 2009  
RE: **Action on a Follow-up Report to an Informational Report on City-Funded Travel Expenditures Incurred During Fiscal Year 2008-2009 and a Revised Travel Policy that Sets Clear Guidelines for City Travel and Requires Accountability from City Officers and Employees**

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**SUMMARY**

This report is a follow up to the annual report to the Finance and Management Committee (delivered on September 29, 2009) on City-funded travel expenditures incurred during FY 2008-09. Committee members directed staff to provide the following information:

1. Forward to the Committee copies of the 2008 City Council policy on travel and the revised Administrative Instructions (AI) applicable to City staff. These documents are attached to this follow-up report, as follows:
  - Resolution No. 81648 C.M.S. adopted on November 3, 2008. This resolution established a moratorium on travel and set forth policies for the approval of travel by City employees, officials and officers. This resolution is included here as *Attachment A* and is accompanied by the legislative analyst's memorandum, dated October 28, 2008 (*Attachment B*).
  - Draft of the revision to Administrative Instruction 120 (AI 120) governing City-funded travel by City of Oakland employees and providing guidelines for travel reimbursement. This document was included in the September 29, 2009 travel report as Attachment R and included here as *Attachment C*.
2. Obtain a legal opinion from the City Attorney as to whether Administrative Instruction 120 ("travel AI") governs elected officials' travel; this report summarizes the City Attorney's opinion in this regard and presents legislation for committee consideration.
3. Within the Oakland Police Department, develop a policy to further reduce travel expenditures; OPD will present this report separately at the Finance & Management Committee's October 27, 2009 meeting.

Item: \_\_\_\_\_  
Finance and Management Committee  
October 27, 2009

- Specify travel destination for each travel expense- this information will be included in future annual reports.

The report also includes revised *Attachments D* and *E* correcting detailed travel expenditures that were presented in both the City Council and Non-Departmental summaries. This correction results in a \$6,691 *overall decrease* to the previously reported General Purpose-funded travel amount of \$363,963; the revised figure is \$357,272. The table summarizing citywide travel expenditures in FY 2008-09 appears later in the report. Overall, travel expenditures were reduced by over \$0.5 million from FY 2007-08 to FY 2008-09.

**FISCAL IMPACTS**

There are no direct fiscal impacts to this report. Nonetheless, the corrected *Attachments D* and *E* referenced above show that travel expenditures were actually lower than originally reported in the September 29, 2009 staff report. See table below and *Attachments F, D* and *E* for detailed information.

*Comparison of Fiscal Year 2007-2008 and 2008-09  
City Official/Employee Travel Expenditures  
by Category and Fund Type  
(Revised)*

BY TRAVEL-RELATED COMPONENT						
FISCAL YEAR	Conference Fees	Transportation	Lodging	Meals	Other *	TOTALS
<b>General Fund (1010)</b>						
2007-08	\$ 198,024	\$ 157,240	\$ 269,638	\$ 115,580	\$ 8,967	\$ 749,450
2008-09	\$ 99,041	\$ 97,621	\$ 109,828	\$ 49,501	\$ 1,280	\$ 357,272
INCREASE(DECREASE)	\$ (98,983)	\$ (59,619)	\$ (159,810)	\$ (66,079)	\$ (7,687)	\$ (392,178)
<b>Other City Funds</b>						
2007-08	\$ 61,984	\$ 59,766	\$ 76,649	\$ 31,449	\$ 14,215	\$ 244,063
2008-09	\$ 46,702	\$ 22,961	\$ 29,157	\$ 8,679	\$ 1,328	\$ 108,827
INCREASE(DECREASE)	\$ (15,282)	\$ (36,805)	\$ (47,492)	\$ (22,770)	\$ (12,887)	\$ (135,236)
<b>Other City Funds (Oakland Redevelopment Fund - Not included in Fund 7780)</b>						
2007-08	\$ 5,463	\$ 6,943	\$ 8,892	\$ 2,103	\$ -	\$ 23,401
2008-09	\$ 9,706	\$ 2,887	\$ 1,293	\$ 575	\$ 98	\$ 14,559
INCREASE(DECREASE)	\$ 4,243	\$ (4,056)	\$ (7,599)	\$ (1,528)	\$ 98	\$ (8,842)
<b>Non-City Funds</b>						
2007-08	\$ 75,957	\$ 40,984	\$ 71,115	\$ 30,629	\$ 1,589	\$ 220,273
2008-09	\$ 101,014	\$ 55,553	\$ 66,487	\$ 27,766	\$ 2,090	\$ 252,910
INCREASE(DECREASE)	\$ 25,057	\$ 14,569	\$ (4,628)	\$ (2,863)	\$ 501	\$ 32,637
<b>ALL FUNDS</b>						
2007-08	\$ 341,427	\$ 264,933	\$ 426,294	\$ 179,762	\$ 24,771	\$ 1,237,187
2008-09	\$ 256,463	\$ 179,022	\$ 206,765	\$ 86,521	\$ 4,795	\$ 733,567
INCREASE(DECREASE)	\$ (84,964)	\$ (85,911)	\$ (219,529)	\$ (93,241)	\$ (19,975)	\$ (503,618)

## KEY ISSUES AND IMPACTS

### *a) Summary of City Attorney's Legal Opinion: Applicability of the Travel AI for Governing Elected Officials' Travel and Related Reimbursements*

In general, administrative instructions apply only to City staff and not to the City's elected officials because administrative instructions are enacted and enforced by the City Administrator and provide guidelines for the operation of the City that are within the Administrator's purview.

However, AI-120 provides guidelines for authorization and reimbursement for travel on City business by City Officers (any City elected official, Agency Director or Department Head, and the City Administrator) and employees (any City Officer or employee who travels on City business). The City Attorney's opinion is that:

"The City Controller issues checks reimbursing expenses for travel for all City officials and employees and the City Controller is under the jurisdiction of the City Administrator. Therefore, the City Administrator's Administrative Instructions can establish for the City Controller what can or cannot be reimbursed City-wide. AI 120 already does this for all City officials and employees. It specifies the reimbursement rate and the type of travel that the City will reimburse."

### *b) Current City Council policy on travel*

On November 3, 2008 the City Council adopted a policy establishing a moratorium on travel expenditures and set policies for the approval of travel expenditures by City employees, officials and officers. The moratorium applies to travel expenditures involving airline transportation and lodging of city staff. The moratorium, however, exempted travel required for federal or state mandatory training and grant-funded or reimbursed travel as approved by the City Administrator on a case-by-case basis. All requests for travel must be submitted to the City Administrator for approval and accompanied by a report explaining the purpose of the travel and the reasons for the request. This resolution already applies to all elected officials and staff. Further changes governing City travel policy could be made through legislative action.

### *c) Additional detail in the annual travel reports*

Committee members requested that staff include specific destinations for each traveler in detailed agency attachments in subsequent year annual travel expenditure reports. This information will be included in the FY 2009-10 report.

Further, the Finance Committee chairperson asked that staff provide subtotaled travel (a) related to obtaining professional certifications and (b) that is reimbursed in department-specific attachments. Although this request was not part of the Committee's motion on September 29<sup>th</sup>, this enhancement will be provided in subsequent year's annual travel expenditure reports, should Council so move.

## SUSTAINABLE OPPORTUNITIES

There are no direct sustainable opportunities associated with this report.

## DISABILITY AND SENIOR ACCESS

There are no direct disability and senior access opportunities associated with this report.

**RECOMMENDATION**

Staff recommends that the City Council approve the legislation requiring that all travel paid by the City of Oakland adhere to the travel procedures and guidelines set forth in Administrative Instruction 120.

Respectfully submitted,

  
CHERYL L. TAYLOR  
Budget Director

Prepared by:

Robert Davila,  
Acting Principal Financial Analyst

FORWARDED TO THE  
FINANCE & MANAGEMENT COMMITTEE

  
Office of the City Administrator

- |              |  |
|--------------|--|
| Attachment A | Resolution No. 81648 C.M.S. establishing a moratorium on travel and setting forth policies for the approval of travel      |
| Attachment B | Legislative analyst's supplemental report on travel dated October 28, 2008   |
| Attachment C | Administrative Instruction 120 guidelines for authorizing and reimbursing travel ( <i>draft</i> )                          |
| Attachment D | City Council FY 2008-09 Travel Expenditures ( <i>revised</i> )   |
| Attachment E | Non-Departmental FY 2008-09 Travel Expenditures ( <i>revised</i> )   |
| Attachment F | Comparison of Fiscal Year 2007-08 and 2008-09 City Official//Employee Travel Expenditures by Department ( <i>revised</i> ) |

Revised - October 28, 2008

Approved as to Form and Legality

*Barbara J. Parker*  
City Attorney

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND  
2008 OCT 30 PM 3:28

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OAKLAND  
2008 OCT 30 PM 3:28

# OAKLAND CITY COUNCIL

RESOLUTION NO. 81648 C.M.S.

## RESOLUTION ESTABLISHING A MORATORIUM ON TRAVEL SETTING FORTH POLICIES FOR THE APPROVAL OF TRAVEL BY CITY OF OAKLAND EMPLOYEES, OFFICIALS AND OFFICERS

**WHEREAS**, on September 23, 2008, the City Council's Finance and Management Committee received an informational report regarding travel expenses that the City paid for City employees, officers and officials during the period of July 1, 2007 through June 30, 2008; and

**WHEREAS**, given the significant budget deficit that the City is facing, the City Council of the City of Oakland finds that it is prudent and fiscally responsible to adopt a City policy that establishes a moratorium on travel expenditures and to set policies for the approval of travel expenditures by City employees, officials and officers; now, therefore, be it

**RESOLVED:** That the City Council of the City of Oakland hereby adopts a budget policy establishing a moratorium on travel expenditures involving airline transportation and/or lodging by the City's various departments and, agencies until such time as the Council ends the moratorium; and be it

**FURTHER RESOLVED:** That travel expenditures required for federal or state mandatory training and grant-funded or reimbursed travel may be exempted from the travel expenditure moratorium by the City Administrator on a case-by-case basis and that all requests for an exemption from the travel expenditure moratorium for mandatory training, grant funded or reimbursed travel for City employees must be submitted to the City Administrator for approval; and be it

**FURTHER RESOLVED:** That City departments and agencies may submit to the City Administrator requests to approve travel expenditures for City employees (other than federal or state mandatory training, grant funded or reimbursed travel, which as resolved above must be submitted to the City Administrator for approval) and that any such requests must be accompanied by a report explaining the purpose of the travel and the reasons for the request; and be it

**FURTHER RESOLVED:** That the moratorium shall take effect immediately.

IN COUNCIL, OAKLAND, CALIFORNIA, NOV 3 2008, 20

**PASSED BY THE FOLLOWING VOTE:**

AYES - BROOKS, ~~BRUNNER~~, CHANG, KERNIGHAN, NADEL, QUAN, REID, and PRESIDENT DE LA FUENTE - 7  
NOES - 0  
ABSENT - 0  
ABSTENTION - 0  
Excused - Brunner - 1

ATTEST: *LaTonda Simmons*  
LaTonda Simmons  
City Clerk and Clerk of the Council  
of the City of Oakland, California



CITY OF OAKLAND  
CITY COUNCIL

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

08 OCT 23 PM 4: 12

### LEGISLATIVE ANALYST MEMORANDUM

**To:** Finance & Management Committee  
**From:** Sabrina Landreth, Legislative Analyst  
**Date:** October 28, 2008  
**Re:** Follow-up Information on Proposed City-Funded Travel Policies

At the September 23, 2008 Finance & Management Committee, the Committee requested clarification on two of the items listed in Councilmember Quan's proposed motion for discussion. Additional description of these two items, specifically #5 and #8, is included below.

September 23, 2008 Proposed Motion from CM Quan:

1. Require travelers to provide written justification when exceeding the estimated travel costs noted on the Travel Authorization Form.
2. Add language to the Travel Authorization Form that requests signatories to verify that all expenses will be incurred for the purpose of City business.
3. Provide information to employees on the consequences for violating the travel policy.
4. Add policy on premium rental car options and fuel service fees.
5. Provide limits on itemized meal reimbursement amounts. City to reimburse actual costs for meals when supported by itemized receipts up to 150% of the per diem rate for meals.
6. Require travelers to clearly disclose, itemize, and account for group expenses.
7. For out-of-state travel, no more than (X) employees per department may travel to the same destination for the same purpose without prior approval by the City Administrator.
8. Staff to return to Committee with more information on the pros/cons of using the federal CONUS maximum per diem rates.

***5. Limits on itemized meal reimbursement amounts.***

Under existing City policy (AI 120), the costs of meals and tips may be reimbursed at the current per diem rate without regard to how much is spent on individual meals, and without receipts. The current per diem meal rates are \$11.00 for breakfast, \$16.00 for lunch, and \$29.00 for dinner. There is no explicit limit for reimbursement with itemized receipts. Item #5 above would set the maximum reimbursement for actual costs for meals when supported by itemized receipts at up to 150% of the per diem rate for meals. The maximum amounts would be \$16.50 for breakfast, \$24 for lunch, and \$43.50 for dinner. The City of San Jose uses this same maximum rate.

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Finance & Management Committee  
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**8. CONUS (Continental United States) per diem rates.**

The federal GSA (General Services Administration) establishes the CONUS (Continental United States) maximum per diem rates for hotels, meals, and incidentals for federal employees. These rates are reviewed annually and differ depending on location and season. For example, this year the maximum New York City hotel rate is \$360/night from September 1 - December 31, \$285/night from January 1 - June 30, \$259/night from July 1 - August 31. In addition to federal agencies, some states, counties, cities, and universities also use the CONUS rates for their own employees' maximum per diem travel reimbursement.



## CITY OF OAKLAND

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### ADMINISTRATIVE INSTRUCTION

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Subject:	Travel on City Business	Number:	120
References:	AI 4402, AI 4403	Effective:	July 1, 2005
Supersedes:	AI 120 dated March 1, 1987	Responsible Agency:	Finance and Management Agency

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#### *I. Purpose*

This policy sets forth the guidelines for authorization and reimbursement for travel on City business by City Officers and employees.

#### *II. Policy*

City Officers and employees should not suffer any undue loss when required to travel on official City business, nor should said individuals gain any undue benefit from such travel.

City Officers or employees who travel in the performance of their duties and in the service of the City shall be reimbursed for their actual and necessary expenses for transportation, parking, tolls, and other reasonable incidental costs, and shall be reimbursed within maximum rate limits established by the City Council for lodging, meals, and private auto use. "Actual and necessary expense" does not include alcoholic beverages.

Employees must have prior authorization for travel; approvals must be obtained before incurring costs and before commencing travel. Funding for travel must be available.

Travel arrangements should be as economical as practical considering the travel purpose, traveler, and period available to accomplish the travel mission, available transportation and facilities, and time away from other duties.

#### *III. Definitions*

<i>Term</i>	<i>Definition</i>
City Officer	Any City elected official, Agency Director or Department Head, and the City Administrator
Employee	Any City Officer or employee who travels on City business



**IV. Procedures and Guidelines****General Considerations:**

Original receipts are required for reimbursement of lodging costs, registration fees, car rentals, airline tickets, public transportation and for all other expenses (note: receipts are not required for charges for which receipts are not customarily issued).

Requests for travel authorization and reimbursement shall be processed using forms specified by the Finance and Management Agency.

The City Administrator, at his or her sole discretion, may authorize an exception to requirements set forth in this Travel Policy, based on extenuating circumstances presented by the appropriate Agency Director or Department Head. Any exception granted by the City Administrator is to be applied on a case-by-case basis.

**Approvals Required:**

City Administrator approval is required for travel by Agency Heads and Department Directors. Agency Director or Department Head approval is required for all other travel except by members of the City Council. Agency Directors and Department Heads may delegate approval authority when such specific delegation is approved in advance by the City Administrator. However, it is the expectation of the City Administrator that Agency Directors take responsibility for review and approval of travel.

- Agency Directors and Department Heads may authorize up to five consecutive workdays of training or conference travel within the continental U.S. without the City Administrator's Office approval.
- Travel necessitating absence for more than five consecutive workdays, or travel outside the continental U.S., must be approved by the City Administrator's Office.

A Travel Authorization form is required for all travel of one workday or more. The Travel Authorization form may also be used for less than one workday in lieu of a Direct Payment Request form.

It remains within the discretion of the City Administrator as to whether or not costs of travel which were not authorized in advance will be reimbursed, and whether or not exceptional costs will be reimbursed.

City Council members shall be governed by the same policies governing City employees (nature, cost, and payment procedures) except that a member of the City Council requires NO specific authorization.

**Travel Expenses for non-City Personnel:**

Travel expenses for non-City personnel are not normally provided for, since only costs incurred by City Officers and employees on City business are reimbursable. However,

reimbursement is allowable for City Officers and employees who have incurred expenses for non-City personnel in the following circumstances:

- Meals for persons participating on a Human Resources interview panel when deemed appropriate by the Human Resource Manager.
- Conferences between City Officers and consultants, experts, and public officials other than officers of the City of Oakland, discussing issues related to City business and policies.
- Transportation expenses for a group of City Officers and employees and their consultants and/or experts on a field trip to gain information necessary to conduct City business.
- Lodging expenses for non-City personnel are NOT reimbursable except when special circumstances are noted and approved in advance by the City Administrator's Office. Otherwise, such expenses must be part of a service contract in order to be paid.

**Mode of Transportation:**

Transportation shall be by the most reasonable means available.

Common carrier travel must be in "coach" or "economy" class unless otherwise specifically authorized in advance by the City Administrator's Office. Generally, any costs over and above coach or economy class shall be considered personal, non-reimbursable expenses of the traveler.

- Whenever possible, the Oakland Airport is to be used for air travel.

Rental cars may be used as part of a trip using public transportation if use of a rental car provides the most economical and practical means of travel. The use of a rental car must be noted on the Travel Authorization in advance and authorized by the Agency Director or Department Head. Justification for the use of the rental car must accompany that request. Rental car costs will not be reimbursed without prior authorization except in the case of emergencies. Exceptions may be granted at the sole discretion of the City Administrator's Office.

Private auto use may be authorized by the Agency Director or Department Head for City business travel within City limits and out of the City limits. However, reimbursement shall not be authorized for commuting to and from the employee's residence and the employee's main assigned work site, unless required by an executed Memorandum of Understanding between the City and a representing labor organization, or in the case of one-time special circumstances approved by the City Administrator's Office.

Out-of-city travel by City vehicle or private vehicle may be authorized if the final destination of the trip does not exceed a four-hour driving distance from the City offices. Any exception to this policy must receive prior approval from the City Administrator's Office. If air travel would be more economical, but the employee prefers to drive his or

her own private vehicle, reimbursement will be calculated using the Federal mileage rate; transportation costs over and above this calculated amount, as well as any extra days of lodging and meals, etc., will be considered a personal, non-reimbursable cost of the employee.

- If more than one City employee travels in a privately owned vehicle, only one trip cost will be reimbursed.
- Employees who receive a monthly automobile allowance and prefer to drive even when air travel would be more economical, are not eligible for the reimbursement of transportation equal to the air travel costs or the Federal mileage rate.

**Reimbursement Rates:**

Maximum rates for reimbursement may not be exceeded unless due to special circumstances documented by the Agency Director or Department Head and approved by the City Administrator's Office. The amount of any approved reimbursement above the maximum shall be at the sole discretion of the City Administrator's Office.

Original receipts are required for reimbursement of lodging costs, registration fees, car rentals, airline tickets, public transportation and for all other expenses as required by law.

***Private Auto*** – Travel by private auto in the performance of official City business shall be reimbursed at the Federal rate as determined by the Internal Revenue Service.

- Mileage for travel shall be computed from the employee's designated work place. If travel begins from the employee's residence, mileage shall be calculated from the residence or work place, whichever is less. (For example, an employee who lives in Fremont and drives to a meeting in Sacramento, leaving from his or her residence, will be reimbursed for mileage from the City of Oakland and back to the City of Oakland.)
- The mileage reimbursement rate represents full reimbursement for expenses incurred by a City officer or employee (e.g. fuel, normal wear and tear, insurance, etc.) for the use of a personal vehicle in the course of service for the City of Oakland.

***Meals*** – Actual meal expenses, within the maximum current allowable rates, may be reimbursed routinely for out-of-city travel. Meal costs will not be provided for in-city travel or meetings which do not involve overnight lodging, unless special circumstances are involved such as the following:

- When meals are approved by the City Administrator and/or an Agency/Department head as part of a program for special training sessions, conferences, workshops, etc.
- When the Director of Human Resources deems it appropriate to provide meals to a Human Resources interview panel;

- When Agency Directors or Department Heads meet with executives of other governmental agencies, community organizations, or private companies, etc., in a breakfast, lunch or dinner setting in order to conduct City business.

For any full day of out-of-city travel, the costs of meals and tips may be reimbursed at the current daily rate without regard to how much is spent on individual meals (i.e. breakfast, lunch, dinner, snacks), and without receipts, subject to the following limitations:

- If an employee is on travel status for less than a full day, costs may be reimbursed for individual meals occurring within the travel time, using the rates shown below.
- Meals that are included in a meeting, conference and/or registration fee will be deducted from the meal rate shown below.
- Breakfasts may be reimbursed only if an employee's travel consists of at least two hours in duration before an employee's regular work hours; dinners may be reimbursed only if travel consists of at least two hours duration after an employee's regular work hours.

Per Diem Meal Rates

Breakfast	\$11.00
Lunch	\$16.00
Dinner	\$29.00

**Lodging** – Lodging must be approved by the Agency Director or Department Head in advance of a trip by completing a Travel Authorization form. Supporting information such as announcements, convention programs, training course schedules, etc., which explain the content of the program, meeting dates and costs, must be attached.

- Single rates shall prevail except when the room is occupied by more than one City employee. However, nothing in this policy shall be construed to require employees to share sleeping accommodations while traveling on City business. In all travel, employees are expected to secure overnight accommodations as economically as practical.
- Lodging arrangements should be made, whenever practical, at hotels which offer a government discount, which will waive charging a Transient Occupancy Tax, or at which the City has established an account. Conference discount rates should be compared and used when savings would result.

The Agency Director or Department Head may authorize lodging within the City if assigned activities require an employee to spend one or more nights in an area of the City which is distant from his/her place of residence.

**Other Expenses** – All other reasonable and necessary expenses (i.e. parking, shuttle, taxi, etc.) will be reimbursed when a receipt is submitted with the Travel Expense Voucher reimbursement claim. Receipts are required except for those charges where receipts are

not customarily issued (examples: BART or bus fares, or tips). When specific cost guidelines are not provided by the City, reasonableness of the expense shall be approved by the Agency Director or Head before submission for reimbursement.

### **Maximum Allowable Other Expenses**

**Tips (i.e. Hotel bellboy or luggage handler): \$10.00 per trip**

***Unallowable Expenses*** - Personal Expenses: (Note: Article XVI, Section 6 of the Constitution of the State of California specifically prohibits the City from giving loan or credit to any public official or employee.) Personal expenses charged on a City Travel Expense Voucher are unallowable expenses. The City of Oakland recognizes that during the course of a business trip it is sometimes difficult and/or expensive to separate allowable costs from unallowable costs. For instance, an inadvertent charge for an unallowable expense may appear on a hotel charge slip. In those instances, employees must submit a personal check, made out to the "City of Oakland" for the cost of those items and attach the check to the Travel Expense Voucher reimbursement claim. At no time will an employee of the City of Oakland be allowed to charge personal expenses and/or items to the City. Failure to submit any such payment with the Travel Expense Voucher reimbursement claim will result in those charges being withheld from the employee's next paycheck.

***Lost Receipts*** - Receipts are required for reimbursement. When receipts are lost, a statement from the employee declaring that a good faith effort was made to produce the receipt in accordance with this Administrative Instruction must be submitted. The statement must be signed by the employee and approved by the Agency Director or Department Head. In the event of a lost receipt, reimbursement will be considered only upon receipt of such a statement.

### **Compliance:**

It is the responsibility of the employee to understand and follow all policies and procedures herein in order to receive reimbursement for mileage, travel and expense claims. Any form completed improperly or procedure not followed may result in the return of a reimbursement claim without reimbursement.

Travel that will require City Administrator's Office approval should be submitted at least 10 to 15 days prior to the travel date to allow time for approval processing.

Requests for advance funds for anticipated travel expenses itemized on the Travel Authorization form are obtained by indicating this need on that form prior to processing the request.

- Employees may request advance funds for estimated "out of pocket" expenses up to seventy-five percent (75%), but no less than \$50.00. The "out of pocket" expenses may include meals, taxi and public transportation, lodging, parking, and pre-registration costs.

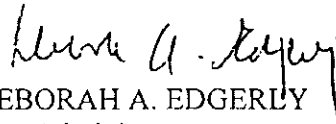
- Employees that have prior outstanding travel expenses and have not submitted the Travel Expense Voucher are not eligible for an Advance Payment.

Cancellation of travel requires that any advanced funds be returned to the Treasury Division within five (5) working days of the scheduled departure date. If the advance is not returned within this period, the employee will jeopardize his/her standing to receive advances in the future. If the advanced funds are not returned within fifteen (15) days, notification will be sent to the City Administrator's Office and the amount of the advanced funds will be deducted from the employee's paycheck and could be grounds for discipline.

It is the responsibility of the employee to cancel all reservations when travel plans are altered or canceled. Charges or loss of refunds resulting from failure to cancel reservations will not be reimbursed except where cancellation is impossible.

Travel Expense Vouchers are due to the Finance and Management Agency/Accounts Payable Section within ten (10) days after completion of travel. Personal Mileage and Expense claims are due within fifteen (15) days after the end of each calendar month. The due date may be extended if deemed appropriate by the City Administrator's Office. Reimbursement for expenses must be itemized as indicated on forms, and must be submitted with original receipts attached.

Reimbursements will be provided expeditiously by the Finance and Management Agency/Accounts Payable Section upon receipt of properly completed forms. The Accounts Payable staff will promptly review Travel Expense Voucher forms to determine completeness, and if found incomplete, will return the request to the employee noting the areas of deficiency.



DEBORAH A. EDGERLY  
City Administrator

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT

DEPT /  
AGENCY: CITY COUNCIL (Revised)

Travel Dates		Staff Name(s)	Purpose of Travel/Event Attended	Fund	Reimbursable (Y/N)	Conference Fee	Transportation	Lodging	Meals	Other	
Start	End									Type	Amount
12/2/2008	12/3/2008	Harmon, Reygan	To observe Los Angeles Police Dept's CompStat process	1010	N		\$ 161	\$ 177			
5/17/2009	5/20/2009	Reid, Larry	To attend International Council of Shopping Centers	1010	N		\$ 214				
04/17/09	04/21/09	Kaplan, Rebecca	National League of Cities Green Cities Conference	1010	N	\$ 450	\$ 215	\$ 636	\$ 168		
<b>TOTAL (FUND 1010 Only)</b>				<b>\$2,021</b>		<b>\$ 450</b>	<b>\$ 590</b>	<b>\$ 813</b>	<b>\$ 168</b>		<b>\$ -</b>

<b>Fund Descriptions:</b>
<i>General Purpose Fund</i>
1010 - General Purpose Fund

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT

DEPT /  
AGENCY: NON-DEPARTMENTAL

Travel Dates		Staff Name(s)	Purpose of Travel/Event Attended	Fund	Reimbursable (Y/N)	Conference Fee	Transportation	Lodging	Meals	Other	
Start	End									Type	Amount
09/24/08	09/27/08	Mossburg, Patricia	To Attend League of CA - Cities 2008 Annual Conference	1010	N	\$ 475	\$ 139	\$ 370	\$ 120	None	\$ -
09/24/08	09/27/08	Reid, Larry	To Attend League of CA - Cities 2008 Annual Conference	1010	N	\$ 575	\$ 179	\$ 370	\$ 120	None	\$ -
09/24/08	09/27/08	Quan, Jean	National League of Cities 2008 Annual Conference	1010	N	\$ 475	\$ 389	\$ 201	\$ 112	None	\$ -
11/11/08	11/15/08	Quan, Jean	National League of Cities, Congressional City Conference	1010	N	\$ 470	\$ 849	\$ 778	\$ 224	Baggage Handling	\$ 30
03/14/09	03/16/09	Quan, Jean	National League of Cities, Congressional City Conference	1010	N	\$ 565	\$ 473	\$ 682	\$ 128	Baggage Handling	\$ 3
01/16/09	01/21/09	James, Ashley	US Conference of Mayors Documentation	1010	N		\$ 155	\$ 2,054	\$ 336	None	\$ -
01/06/09	01/23/09	Mackey, Vincent	Mayoral Security	1010	N	\$ -	\$ 669	\$ -	\$ -	None	\$ -
09/21/08	10/06/08	Dellums, Cynthia	Office of Public Private Meeting w/ Potential Partners & Volunteer to Staff the Mayor's Meeting-US Conference of Mayors	1010	N	\$ -	\$ 2,703	\$ -	\$ -	None	\$ -
09/21/08	10/06/08	Dellums, Ronald	US Conference of Mayors	1010	N	\$ -	\$ 2,703	\$ -	\$ -	None	\$ -
05/21/08	05/24/08	Chai, David	Staff Mayor Art Institute Support Chicago	1010	N	\$ -	\$ 722	\$ 827	\$ 62	None	\$ -
11/01/08	11/02/08	Mackey, Vincent	Mayoral Security	1010	N	\$ -	\$ 609	\$ 189	\$ 112	Baggage Handling	\$ 15
09/23/08	09/24/08	Chai, David	COMSTAT Meeting - Meeting with Mayor Villaraigosa & L.A.'s Chief of Police on Public Safety	1010	N	\$ -	\$ 339	\$ 284	\$ -	None	\$ -
09/17/08	09/19/08	Stephenson, Charles	Federal Appropriations	1010	N	\$ -	\$ 784	\$ 220	\$ 123	None	\$ -
09/23/08	09/24/08	Bustos, Miguel	US Conference of Mayors on Poverty - Los Angeles	1010	N	\$ -	\$ 339	\$ 284	\$ 112	None	\$ -
10/05/08	10/07/08	Taggart, Isaac	Reentry Conference	1010	N	\$ 175	\$ 66	\$ 226	\$ 141	None	\$ -
<b>TOTAL (FUND 1010 Only)</b>						<b>\$ 2,735</b>	<b>\$ 11,118</b>	<b>\$ 6,486</b>	<b>\$ 1,590</b>		<b>\$ 48</b>

<b>Fund Descriptions:</b>
<b>General Purpose Fund</b>
1010 - General Purpose Fund



**Comparison of Fiscal Year 2007-08 and 2008-09  
City Official/Employee Travel Expenditures by Department**

Attachment F (Revised)

FISCAL YEAR 2007-2008						FISCAL YEAR 2008-2009				VARIANCE INCREASE (DECREASE) FROM LAST FISCAL YR
ATTACH MENT	AGENCY/DEPARTMENT *	GENERAL FUND (1010)	OTHER CITY FUNDS	NON-CITY FUNDS	ALL FUNDS	GENERAL FUND (1010)	OTHER CITY FUNDS	NON-CITY FUNDS	ALL FUNDS	
A	City Administrator	\$ 43,366	\$ -	\$ 2,174	\$ 45,540	\$ 2,879	\$ 2,891	\$ -	\$ 5,770	\$ (39,770)
B	City Attorney	\$ 13,528	\$ -	\$ -	\$ 13,528	\$ 2,723	\$ -	\$ -	\$ 2,723	\$ (10,805)
C	City Auditor	\$ 5,176	\$ -	\$ 2,000	\$ 7,176	\$ 2,048	\$ -	\$ -	\$ 2,048	\$ (5,128)
D	City Clerk	\$ 6,086	\$ -	\$ -	\$ 6,086	\$ 1,331	\$ -	\$ -	\$ 1,331	\$ (4,755)
E	City Council	\$ 7,918	\$ -	\$ -	\$ 7,918	\$ 2,021	\$ -	\$ -	\$ 2,021	\$ (5,897)
F	Community & Economic Development	\$ -	\$ 109,880	\$ 14,076	\$ 123,956	\$ 5,182	\$ 53,536	\$ 7,056	\$ 65,774	\$ (58,182)
-	Contracting & Purchasing	\$ 2,231	\$ -	\$ -	\$ 2,231	\$ -	\$ -	\$ -	\$ -	\$ (2,231)
G, I	Finance & Management **	\$ 65,499	\$ 70,442	\$ -	\$ 135,941	\$ 7,883	\$ 16,217	\$ 22,821	\$ 46,921	\$ (89,020)
H	Fire Services	\$ 78,343	\$ 6,195	\$ 33,724	\$ 118,262	\$ 49,618	\$ 5,455	\$ 52,408	\$ 107,481	\$ (10,781)
J	Human Services	\$ 10,571	\$ 3,701	\$ 60,694	\$ 74,966	\$ 1,189	\$ 1,242	\$ 67,973	\$ 70,404	\$ (4,562)
K	Information Technology	\$ 38,936	\$ 16,673	\$ -	\$ 55,609	\$ 9,871	\$ -	\$ -	\$ 9,871	\$ (45,738)
L	Library Services	\$ 43,905	\$ 5,299	\$ -	\$ 49,204	\$ 1,271	\$ 11,659	\$ -	\$ 12,930	\$ (36,274)
M	Mayor	\$ 68,500	\$ -	\$ -	\$ 68,500	\$ 59,081	\$ -	\$ -	\$ 59,081	\$ (9,419)
N	Non-Departmental	\$ 10,557	\$ -	\$ -	\$ 10,557	\$ 21,977	\$ -	\$ -	\$ 21,977	\$ 11,420
O	Parks & Recreation	\$ 28,973	\$ -	\$ -	\$ 28,973	\$ 2,034	\$ -	\$ -	\$ 2,034	\$ (26,939)
P	Police Services	\$ 325,861	\$ 3,054	\$ 97,917	\$ 426,832	\$ 188,164	\$ 3,454	\$ 101,462	\$ 293,080	\$ (133,752)
Q	Public Works	\$ -	\$ 52,218	\$ 9,688	\$ 61,906	\$ -	\$ 28,933	\$ 1,190	\$ 30,122	\$ (31,784)
<b>TOTALS</b>		<b>\$ 749,450</b>	<b>\$ 267,462</b>	<b>\$ 220,273</b>	<b>\$ 1,237,185</b>	<b>\$ 357,272</b>	<b>\$ 123,386</b>	<b>\$ 252,910</b>	<b>\$ 733,567</b>	<b>\$ (503,618)</b>

PERCENTAGE % INCREASE (DECREASE)

(40.8) %

REIMBURSED TRAVEL-RELATED COSTS(through GRANTS & TRAINING)

\$ 386,574

Percentage of Travel-Related Costs Reimbursed

52.7%

**NOTES:**

- \* MUSEUM TRAVEL (WHICH IS PAID DIRECTLY BY THE OAKLAND MUSEUM FOUNDATION) IS NOT INCLUDED
- \*\* FINANCE & MANAGEMENT INCLUDES HUMAN RESOURCES (WILL BE A SEPARATE DEPARTMENT IN FY 09-10)