

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

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IN-TOWN REIMBURSABLE EXPENSE POLICY	Effective Date June 22, 2018		

1. PURPOSE

- 1.1. To establish policies for the payment of *In-Town Reimbursable Expenses* incurred by City personnel or by members of City Boards and Commissions while conducting City of San Diego business.

2. SCOPE

- 2.1. This Administrative Regulation (A.R.) applies to all City employees and City Boards and Commissions.

3. DEFINITIONS

- 3.1. *In-Town Reimbursable Expenses* – Includes the cost of meals, City business related committee meetings, training, departmental retreats, special recognition of employees, groundbreaking or grand opening ceremonies, personnel review boards, lodging expenses, travel expenses by modes including, but not limited to bus, trolley, train, taxi, etc., provided a city pool vehicle is not available or a feasible option, and other miscellaneous expenses incurred while conducting City business within San Diego County, Baja Norte in Mexico, or one-day trips not exceeding 200 miles one way.
- 3.2. *City Fund Development Activities* – Activities approved by the City Council, City’s Chief Operating Officer, or non-mayoral department directors where City employees seek additional revenue sources, donations, etc., to fund City business.
- 3.3. *Appointing Authority (for purpose of this A.R. only)* – Director, Deputy Directors, Executive Directors, and those delegated the authority to ensure the department’s compliance with this A.R., but not to include positions lower than a Program Manager. Department Directors and Executive Directors are ultimately responsible for all expenses authorized on the behalf of the department.
- 3.4. *U.S. General Services Administration (GSA)* – GSA establishes the per diem rates for the lower 48 Continental United States (CONUS), which are the maximum allowances that

(Supersedes Administrative Regulation 95.40, Issue 5, effective June 1, 2010)

Authorized

Signature on File
CHIEF OPERATING OFFICER

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federal employees are reimbursed for expenses incurred while on official travel. (See www.gsa.gov.)

4. POLICY

- 4.1. Appointing Authorities are responsible for ensuring public funds are used for public purposes and expenditures are reasonably based. Decisions as to what services and purchases are necessary within the scope of their City responsibilities rest within the discretion of the department *Appointing Authority*.
- 4.2. The method of payment selected for the expense shall comply with procedures established by the Office of the City Comptroller in accordance with Process Narrative PN-0095 and shall be submitted for reimbursement within 60 (sixty) days following the date of travel.
- 4.3. Claims for *In-Town Reimbursable Expenses* must be made in accordance with procedures established by the Office of the Comptroller as documented in Process Narrative PN-0095.
- 4.4. Reimbursements for personal expenses are prohibited. A City procurement card can be used for payment only when the entire charge is an acceptable City expenditure and no portion is a personal expense. A City procurement card cannot be used for the purchase of alcohol.
- 4.5. Any expenses which result in a direct billing in the name of the City are contractual obligations. Contractual obligations should be processed in accordance with the City's Purchasing & Contracting policies and procedures.
- 4.6. Meals
 - 4.6.1. Generally, reimbursement for in-town meals is allowed only when necessary to conduct City business. However, the City's policy is to conduct business as much as possible during regular working hours. The decision as to whether it is necessary to conduct business during an in-town meal is within the discretion of the *Appointing Authority*.
 - 4.6.2. In-town meal expenses incurred by City employees are acceptable if it is necessary to conduct business during meal hours. The primary purpose of the meeting must be to conduct City business or to provide a specific City benefit.
 - a. Expenses are not reimbursable for persons not closely connected with the City business being conducted and these expenses should not be paid for.
 - b. There will be no reimbursement permissible for alcoholic beverages.
 - 4.6.3. City officials and employees should obtain individual invoices for any expenses incurred in connection with City business for reimbursement of such expenses or

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when payment for authorized expenses are made with a City procurement card.

4.6.4. Meal expenses incurred while on City business will be paid up to the maximum allowance as set by the *U.S. General Services Administration* per diem rates for San Diego. The current meal allowances can be found at www.gsa.gov. Exceptions to these guidelines shall require authorization by the Chief Financial Officer, Deputy Chief Operating Officer, or Independent Department Head.

4.7. Commission/Committee/Civic/Professional Meetings

4.7.1. When departments host commission/committee meetings, or hold meetings with the members of the public to conduct City business, it is acceptable to incur reasonable costs for refreshments and necessary supplies.

4.7.2. Only with prior written approval from the City's Chief Operating Officer or designee, City employees may on occasion be reimbursed for costs for spouse/guests if their attendance is appropriate at a special event.

4.8. City Promotional Events

4.8.1. The following are acceptable expenses at City Promotional Events:

- a. Expenses for refreshments at groundbreaking or grand opening ceremonies, receptions, special recognition events, etc., are acceptable. Department *Appointing Authority* approval is required for these types of expenditures.
- b. Expenses for gifts (i.e. plaques, etc.) to members of City advisory groups or sent in conjunction with *City Fund Development Activities* authorized by the City Council, City's Chief Operating Officer, or independent department heads may be acceptable. Department *Appointing Authority* approval is required for these types of expenses.
- c. Gifts or expenses related to entertaining visiting dignitaries in promoting the City are allowed when approved by department *Appointing Authority*.
- d. Expenses for gifts shall not exceed \$100. Gifts exceeding expenditure limit shall require approval by the Chief Financial Officer, Deputy Chief Operating Officer, or independent department head.

5. RESPONSIBILITY

5.1. All City Employees, Offices, Elected Officials, Volunteers and Contractors

5.1.1. Ensure expense is within guidelines of this A.R.

5.1.2. Meeting and Promotional Expense Report is completed accordingly, with the agenda

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and sign-in sheet attached.

5.2. Department Director

5.2.1. Ensure that the approval of the Meeting and Promotion Expense Report is in accordance with this A.R.

5.3. Office of the City Comptroller

5.2.2. Establish and monitor this A.R.

APPENDIX

Legal Reference

Council Policy 000-27 amended by Resolution No. 267294, December 15, 1986

Council Policy 000-28 adopted by Resolution No. 265586, April 28, 1986

Administrative Regulation 45.10 - Employee Transportation Authorization

Administrative Regulation 90.30 – Travel Policy

Administrative Regulation 95.55 - Procurement Card (P-Card) Procedures

Process Narrative PN-0011 - Procurement Card (P-Card) Invoice Payment Process

Process Narrative PN-0095 - How to Process Travel Advances and Reimbursements

Process Narrative PN-0421 - How to Reimburse, Maintain and Reconcile Department Petty Cash and/or

Forms

Meeting and Promotional Expense Report, AC-1516

Mileage Report, AC-1145

Subject Index

Change Fund Accounts

In-Town Travel

[Petty Cash Training](#)

Procurement Card Program Policies and Procedures Manual

Administering Department

Office of the City Comptroller

Chief Operating Officer