

RESOLUTION NO. 3954

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD AMENDING PERSONNEL POLICY NO. 900, "TRAVEL AND TRAININGS" SECTION 4 C "TRAVEL MEALS"

WHEREAS, on November 3, 1999, the City Council adopted Soledad Personnel Policy No. 900, titled "Travel and Trainings" and amended said Policy on February 2, 2000; and

WHEREAS, the Council wished to amend Section 4 C of Policy 900; and

WHEREAS, the City wishes to amend Policy 900 "Travel and Trainings" Section 4 C "Travel Meals" to increase the meal allowance provided to non-exempt employee from \$25 to \$45 a day; and

WHEREAS, the City Council has also requested that the Policy require employees to provide the City with receipts justifying expenditure for meals; and

WHEREAS, without receipts the employees will be required to reimburse the City for any upfront meal allowance not utilized and/or not justify by receipts.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Soledad, that the Council approves amendments to Policy No. 900 Section 4 C of the Soledad Personnel Policy Manual for "Travel and Trainings," in the form attached hereto as Exhibit "A," and by this reference incorporated herein.


PASSED AND ADOPTED by the City Council of the City of Soledad at a regular meeting duly held on the 7th day of March, 2007, by the following vote:

AYES, and in favor thereof, Councilmembers: Martha Camacho, Juan Saavedra, Patricia Stephens, Mayor Pro Tem Christopher Bourke, Mayor Richard Ortiz

NOES, Councilmembers: None

ABSTAIN, Councilmembers: None

ABSENT, Councilmembers: None


RICHARD V. ORTIZ, Mayor

ATTEST:


NOELIA F. CHAPA, City Manager

TRAVEL AND TRAINING POLICY

I. PURPOSE

To establish guidelines for business travel and training.

II. SCOPE

All employees, elected and appointed officials traveling on City business.

III. RESPONSIBILITY

Administration of this policy is the responsibility of the Finance Officer. Each Department Manager is responsible for ensuring that employees, prior to departure on their first business trip, review this policy to understand its intent and requirements.

IV. POLICY

A. Approval for Travel:

All business travel plans require prior approval by the respective Department Manager. Airline tickets, car rental, and hotel reservations should be arranged through the Finance Department and/or designee.

B. Credit Cards:

The City maintains credit card accounts in order to facilitate City business travel and training expenses. The City Manager, Mayor and Finance Officer are authorized to utilize the City's credit card. These cards may be used for hotel reservation, tuition payment, and miscellaneous expenses prior to travel. The First National Bank (FNB) charge card is held by the City Manager, Mayor and Finance Officer and may be used for miscellaneous expenses not to exceed \$5,000, \$1,000 and \$1,000 respectively. Use of City's credit cards other than those specified above must be approved by the City Manager or the Finance Officer in advance.

Employees should not charge reimbursable expenses to the credit cards. Whenever possible, the City may issue separate warrants for reimbursable expenses, meals, travel, and hotel expenses.

C. Travel Meals:

For seminars and meetings in duration of one day or less and outside of Monterey County, non-exempt employees may be provided meals expenses in the amount of ~~\$25.00~~ **\$45.00** (or less) depending on the time of the seminar (See cost breakdown). For seminars or meetings which are less than one day and include a meal, the City will not pay for meal.

For exempt employees at seminars or meetings in duration of less than one day and within Monterey County, meal expense will not be provided. (See Policy No. 316) For exempt employees at seminars or meetings of less than one day and outside of Monterey County, meal expenses may be provided in the amount of \$50.00 (or less) depending on the time of the seminar (See cost breakdown).

For overnight trips of one day or more in duration traveling domestically, a non-exempt employee may be entitled to ~~\$25.00~~ **\$45.00** per day for meals. Meals may be paid via a City warrant. For exempt employees, ~~councilmembers, and planning commissioners~~ attending overnight trips of one day or more in duration traveling domestically, meal expense may be issued for \$50.00 per day. Meals in excess of ~~\$37.00~~ **\$45.00** can be considered income per IRS. A check request form should be used to initiate the travel advance.

MEAL COST BREAKDOWN:

	<u>Non-exempt</u>	<u>Exempt</u>	<u>Time</u>
Breakfast	\$6.00 \$10.00	\$12.00	6:00 a.m. - 10:00 a.m.
Lunch	\$7.00 \$12.00	\$14.00	11:00 am - 2:00 p.m.
Dinner	\$12.00 \$23.00	\$24.00	5:00 p.m. - 7:00 p.m.

Breakfast, lunch, and dinner times have been determined based on normal City working hours.

Following the seminar, trainings or overnight business trips, employees are required to submit to the Finance Department a completed "Travel Request and Expense Report Form" detailing the employees expenses including but not limited to meals and mileage with accompanying receipts. Employees will be required to reimburse the City for any upfront meal allowance not utilized and/or not justify by receipts.