



FINANCIAL MANAGEMENT

LOCAL TRAINING AND MEETING POLICY

These guidelines establish the basic policies and procedures for local travel, training, and meeting expenses required for City business; *NOT* requiring an overnight stay. All City employees and City officials utilizing public resources for City business purposes are responsible for knowing and following this policy.

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1. GENERAL STANDARDS:

The purpose of this policy is to provide guidance on the reimbursement of Local Travel, Training, Meeting, and/or Business Expenses incurred on official business within the local area of an employee's official worksite, or for travel *not* requiring an overnight stay. These include necessary and reasonable expenses as defined under Section 162 of the Internal Revenue Code for purposes of Federal and State Income Tax Laws.

This policy covers local business expenses and transportation. It does not cover business trips where there is an overnight stay involved. This is addressed in the Travel Policy.

“Local travel” means travel necessary to conduct official business and is performed by the most direct route within and adjacent to an employee's official worksite which does *not* require an overnight stay. This is considered **“one-day”** travel.

Adoption and Implementation: The City Council is responsible for adopting the City's Local Travel, Training, and Meeting Policy and for approving any significant policy revisions. The City Manager, or his/her designee, is responsible for developing administrative procedures to implement this policy. In this role, the City Manager is authorized to make minor administrative changes in the guidelines without significant policy impacts.

Public Records Requirement: All documents related to reimbursable City expenditures are public records and may be subject to disclosure under the California Public Records Act (Government Code §6250-6270).

General Policy: Public funds should be used only for activities related to the City's primary mission of providing quality public service. Public funds should not be used for purposes that are personal in nature or that do not have a clear business purpose.

2. DELEGATION OF AUTHORITY:

The Authorized Signor is accountable for determining the use of public funds to be reasonable and justified by the purpose of the one-day travel, meeting, training or conference and responsible to review and approve Reimbursement Request Forms, Cal-Card Statements, as well as understanding the requirements of this policy.

Finance Director approves for:	City Manager
City Manager approves for:	Direct Report Employees, Department Heads, & City Clerk/Elected Officials
Department Heads approve for:	Division Managers, City Employees
Division Managers approve for:	Direct Report Employees

3. ONE-DAY TRAVEL:

All employees must receive permission for local travel and/ or training from their Department/Division Head prior to scheduling time away from their normal worksite.

3.1. LOCAL MEETING AND TRAINING COSTS

The City will direct pay or reimburse expenses incurred when attending meetings, trainings or conferences held locally, subject to the following:

- Registration fees, or other cost of attendance- employees can request direct payment to vendor, use a Cal Card, or be reimbursed upon completion.
- Department/Division Head should ensure there is enough budget in the appropriate expense line item to cover the costs.
- A Payment Request Form with all substantiated receipts must be submitted.
- If a Cal Card is used as payment, a Monthly Cal Card Purchase Report must be used with description/explanation of expenses and itemized receipts attached.

3.2. TRANSPORTATION COSTS

The most cost-effective means of transportation should be used while on City business. Staff is encouraged to use a City Vehicle for local travel.

- **City Vehicle** - If a City vehicle is used, employees are encouraged to obtain fuel at the Corporation Yard. If this option is unavailable, gas will be reimbursed with receipt upon return.
- **Personal Vehicle:** The employee will be reimbursed for mileage in accordance with current federal mileage rates. When an employee travels from home directly to a business-related event, the reimbursement shall include only those miles from the employees' normal place of work on that day. **To drive a privately-owned vehicle on City business, employees are required to:**
 1. Possess a valid license to drive in California.
 2. Carry liability insurance limits required by Human Resources with the City named as additional insured.
 3. Realize that any damage to the car or needed service/repair occurring on the trip will be the employees responsibility as these costs are included in the City's per mile cost reimbursement.
- **Vehicle Allowance:** Employees receiving a Vehicle Allowance are not eligible for mileage reimbursement or use of a City car for travel to locations that are less than 60 miles from their destination.
- **Parking** will be reimbursed at the lowest rate available. Receipts for parking, should accompany all reimbursement claims.

3.3. LOCAL TRAVEL MEALS

Per IRC §162(a)(2) IRS Publication 15:

Meals Away From Tax Home But Not Overnight are taxable as wages to the employee because travel must be away from the home work-site overnight to be excludable.

Example: An employee is required to work off-site for the day but not overnight; these meals would be considered taxable as wages.

- ❖ City employees shall be expected to provide their own meals and refreshments while working offsite or attending meetings, trainings, and conferences for which no overnight travel is required. ***One day travel meals will not be reimbursed.***

4. LOCAL TRAINING , BUSINESS AND MEETING EXPENSES:

This section defines the circumstances under which a staff member or elected official can be reimbursed for business or meeting expenses not related to local or overnight travel, incurred on behalf of official business for the City of South Lake Tahoe.

Please note: Procurement cards (CAL-Card) cannot be used as payment for meals. Please see Section 8 (Restricted and prohibited purchases) of the Cal-Card User Handbook.

The ONLY exceptions are the following:

- 1) Meals provided on **City premises** to City Council and required staff during official City Council or other legislative meetings requiring officials to remain on-site throughout a meal period.
- 2) De Minimis (Light) snacks and refreshments for on-site trainings, meetings, or interview panels held on **City premises**. For example (coffee, juice, snacks)
- 3) Meals for employees required to perform their job duties in **excess of 12 hours providing direct benefit to the City**, in Emergency operations or protection of human life or property. The Finance Director and the City Manager may authorize Cal-Card payment, reimbursement or Per Diem expenses for employees in this circumstance (Federal OAS 5770.1). The City Manager must authorize in writing the need to incur this type of expense along with documentation and receipts as required in this policy.

4.1 SPECIAL EVENTS

The City will reimburse expenses incurred for such meetings and hospitality as determined by the City Council to be appropriate. Costs for such special occasions will be determined by specific Council action authorizing such events (ex: July 4th Parade, Business Expo., etc.)

Employee Appreciation – Occasional parties, picnics, events, or meals to promote goodwill is allowable via direct payment or reimbursement, subject to available budget, Finance Director authorization, and the following criteria:

- The offer is extended to all employees/guests in the Department/ Division requesting the event.
- Authorized Payment Request form and all substantiated receipts must be submitted for reimbursement detailing date, time, location, reason for celebration, number of employees and meals provided.
- Cost must not exceed current Per Diem Rates for meal provided, per attendee.
- Alcohol is not an allowable city expense and will not be reimbursed or paid for with City funds.

4.2 STAFF MEETINGS

On-Site Staff Meetings- De Minimis (light) meals and refreshments may be reimbursed for staff meetings held on City premises. For example (coffee, soft drinks, doughnuts, snacks)

Off-Site Staff Meetings – On Occasion (not more than 3 times/year), Department Heads may find it beneficial to schedule off-site working meals to facilitate project planning or staff meetings. In such cases, it shall be at the discretion of the Finance Director and/or City Manager to use City funds to conduct business in this manner with available department budget per the following conditions:

- Meals must not exceed current Federal Per Diem rates per person.
- Meals must be provided to more than half (50%) of the Department and attended by the staff member conducting the meeting.
- Meals will **NOT** be reimbursed for a meeting solely between employees (must be 50% or more of departmental staff in attendance).
- Substantiated receipts and all other expenses associated with this meeting must be attached to a detailed Payment Request form signed by the Finance Director and include the following information:
 - 1) date, time and location of the meeting
 - 2) describe the need/purpose for the off-site meeting
 - 3) reason the meal had to be served during the meeting
 - 4) names of staff members present

4.3 INTERAGENCY BUSINESS MEETINGS AND TRAINING

On-Site Business Meetings/ Training: The city will pay for certain costs associated with an employee or City Official to attend or host a business meeting, training, or conference held on **City premises**, subject to the following:

- Printed materials, general office supplies, required training materials and supplies.
- De Minimis (light) snacks and refreshments (coffee, soft drinks, doughnuts, snacks).

Off-Site Business/ Interagency Meeting: Public funds should only be used for business activities related to the City’s primary mission of providing quality public service. Public funds should not be used for purposes that are personal in nature or that do not have a clear business purpose. In general, the use of public funds for business meeting meals should be kept to a minimum.

“Off-Site” includes any facility, restaurant, food and beverage establishment, conference room, or location in lieu of a City owned facility.

“Interagency Meetings” are beneficial meetings used to discuss items of mutual interest between agencies, to promote cooperative efforts that not only benefit the agencies involved but the City as a whole.

- Cost of renting conference or meeting space while hosting a local meeting or training is allowable with Department Head approval and reasonable explanation as to why off-site accommodations are necessary.
- Employees may be reimbursed for “off-site” interagency business meeting meals when **all** the following criteria is met:
 1. The main purpose of the combined business and meal is directly related to the active conduct of business regarding the City of South Lake Tahoe and business is conducted throughout the meal period.
 2. It is justified that it was not practical or reasonable to schedule the meeting at a time other than a meal time.
 3. Meals will only be reimbursed at the current Federal Per Diem Rate for the meal time the expense was incurred. Employee will be responsible for costs above the Per Diem Rate.
 4. Itemized receipts and documentation (agenda, minutes, event brochures etc.) must be submitted with a Reimbursement Request Form signed by the Finance Director along with the following information:
 - a) date, time, location, names of those present at the meeting
 - b) describe the need/purpose for the off-site meeting
 - c) reason the meal had to be served during the meeting

- **Elected City Officials** attending “off-site” business meetings, or events at the expense of the City, are subject to the requirements in *California Government Code Article 2.3 Section 53232.3* and must adhere to the following:
 1. Members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.
 2. Members of a legislative body requesting reimbursement for actual and necessary expenses incurred in the performance of official duties, must submit a detailed Reimbursement Request form subject to the requirements and documentation noted above.

4.4 UNALLOWABLE BUSINESS EXPENSES

- Expenses personal in nature, not related to conducting business for the City of South Lake Tahoe.
- Purchasing meals or entertainment for Vendors, Consultants, Suppliers, or Service Providers.
- Alcoholic Beverages
- Entertainment Expenses
- Meals purchased with a Cal Card is prohibited (see above for exceptions).
- Unauthorized expenses or those not documented on an approved Payment Request Form.

4.5 CURRENT PER DIEM RATES

Current Per Diem rates in 2022 are as follows:

Breakfast: \$17.00

Lunch: \$18.00

Dinner: \$34.00

Mileage: 62.5 cents per mile

** rates subject to change per Federal Government General Services Administration (GSA) www.gsa.gov/perdiem

5. ACCOUNTING FOR EXPENSES:

Upon return from official function, a final accounting of all expenses must be approved by your approving official and submitted to Accounts Payable within ten working days.

A detailed Reimbursement Request Form with substantiated receipts and/or mileage documentation is required in all cases. Expenses paid with a Cal Card must be detailed on the Monthly Bank Card Purchase Report with itemized receipts attached.

Per IRS Section 15; to be excluded from taxable wages, your Payment Request Form or Cal Card Purchase Report must include the following:

- The business purpose of the meeting, training or conference (where applicable; attach meeting agenda, training registration, conference invitation etc.).
- The date, time, and location.
- Receipts for registration, parking and applicable meal expenses.
- Mileage documentation or gas receipts.
- All other required documentation outlined in this policy.
- Submit detailed Payment Request Form to Accounts Payable signed by authorized signor within 10 days of Meeting or Event when requesting reimbursement and/or;
- Submit detailed Monthly Bank Card Purchase Report with Cal Card Statement for allowable expenses paid with a Cal Card.

Authorized Signor approving expense reports are responsible to ensure:

- All expenses are reasonable, necessary and consistent with this policy.
- All required itemized receipts are attached.
- The final reconciliation is correct (balance due employee; balance due City).
- Amounts due to the City are reimbursed within 10 days.
- Final accounting on appropriate form is submitted to Finance.

Failure to provide the required documentation on the appropriate authorized forms, necessitates the payments be taxable to the employee; therefore, the city will NOT reimburse any expenses without submittal of documentation in accordance with this policy.

5.1 FALSIFICATION OF EXPENSES

California Government Code

53232.4 Penalties for misuse of public resources or falsifying expense reports in violation of expense reporting polices may include, but are not limited to, the following:

- (a) The loss of reimbursement privileges.
- (b) Restitution to the local agency.
- (c) Civil penalties for misuse of public resources pursuant to Section 8314.
- (d) Prosecution for misuse of public resources, pursuant to Section 424 of the Penal Code.

The City of South Lake Tahoe reserves the right to deny reimbursement of expenses that are considered lavish, extravagant, or are unsupported by required documentation. Unusual expenses incurred due to special circumstances may be approved by the City Manager, if those expenses do not violate Federal or State requirements and when in the City Manager's judgment, such expenses are justified. These expenses must be submitted on a detailed Reimbursement Request Form supported by documentation and written explanation of circumstances, signed by Department Head, Finance Director and City Manager.

6. FORMS AND PUBLICATIONS:

The following forms are required when requesting reimbursement of expenses or when using a Cal Card.

- Payment Request Form
- Monthly Bank Card Purchasing Report (Cal Card)

6.1 INTERNAL REVENUE SERVICE (IRS)/ CA Gov't Code

For additional information or clarification, refer to the following IRS publications.

- IRS Publication 15-B, Employers Tax Guide to Fringe Benefits for tax reporting requirement
- IRS Publication 463, Travel, Entertainment, Gift and Car Expenses
- IRS Publication 5318, Tax Cuts and Jobs Act, tax reform 2017
- California Code, Government Code AB1234– Gov §53232.3, §53232.4



PAYMENT REQUEST

Vendor# _____

Date Prepared: _____

Comments/Notes: _____

Pay To: _____

Due Date: _____

ACCOUNT NUMBER	DESCRIPTION	PO NUMBER	INVOICE DATE	INVOICE NUMBER	TOTAL PER ACCOUNT INVOICE

TOTAL PAYMENT: \$ _____

APPROVED: _____

APPROVED: _____

Budget Available: _____

APPROVED: _____

Reimbursable: _____

Project/ Funding Source: _____

Project/ Funding Source: _____



Name:

Card #:

Dept / Div:

Statement Date:

MONTHLY CALCARD PURCHASE REPORT

ATTACH- MENT #	DATE	RECEIPT / INVOICE #	VENDOR'S NAME	DESCRIPTION OF PURCHASE	ACCOUNT # TO BE CHARGED	\$ AMOUNT OF PURCHASE (from statement)	USE TAX 7.75% (if tax was not included by vendor)	\$ AMOUNT OF PURCHASE (including Use Tax)	√ DIS- PUTED ITEM
1								\$ -	
2								\$ -	
3								\$ -	
4								\$ -	
5								\$ -	
6								\$ -	
7								\$ -	
8								\$ -	
9								\$ -	
10								\$ -	
11								\$ -	
12								\$ -	
						\$ -	\$ -	\$ -	

I certify that all purchases listed on this statement, unless noted in the "√ Disputed Item" column, are true and correct and were made for official City of South Lake Tahoe use. All goods or services have been received & payment is authorized. I.M.P.A.C. has been notified of all disputed items and a copy of the Cardholder Statement of Questioned Items is attached.

Cardholder signature: _____

Date: _____

Approving official signature: _____

Date: _____