



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council **Item No. _____**

FROM: City Manager

SUBJECT: Adoption of Revised City of Commerce Travel Policy

MEETING DATE: October 6, 2020

RECOMMENDATION:

Approve the Travel Policy as presented.

BACKGROUND:

The City of Commerce Travel Policy was adopted in 1989. Although travel is generally suspended, it is being presented at this time to allow ample time for discussion and further modifications should the City Council deem it necessary.

Given the changes in the last three decades since the Travel Policy was adopted, it has been determined that it should be updated, to provide a more detailed policy to ensure that City of Commerce employees, Council and commissioners adhere to current laws and regulations as it relates to the travel including IRS guidelines; and to establish guidelines for the expenditure of public funds for authorizing attendance, travel, and reimbursement of expenses incurred by City Council members, appointed officials, members of special boards, commissions, committees, and employees while traveling overnight on official City business. This policy provides information necessary to accurately record and report travel expenses, established approval guidelines and control requirements for various expenses such as airfare, lodging, and per diem rate. The following modifications are proposed:

- Use of the Domestic Per Diem Rates to reimburse for meals, and incidentals versus submittal of receipts.
- Eligibility for meal reimbursement/per diem for partial days (which was not addressed in the previous policy).
- Use of the City-owned vehicle versus personal vehicle with the Department Head approval and the disclaimer that the damage to personal vehicle or repair will be individual's responsibility.
- Extending reimbursement report for thirty (30) calendar days after the travel occurred.

The City of Commerce recognizes the constructive value of attending professional conferences, seminars, meetings, and trainings, and that same encourages professional development and furthers continuing education, while simultaneously ensuring that guidelines are clear and outlined for proper use of travel funds. City employees who violate the provisions of travel policy shall be subject to discipline.

ALTERNATIVES:

1. Approve staff recommendation
2. Provide staff with further direction

FISCAL IMPACT:

This activity may be carried out without additional impact on the current operating budget.

Respectfully submitted: Edgar P. Cisneros, City Manager

Recommended by: Lena Shumway, Administrative Services Director & City Clerk

Approved as to form: Noel Tapia, City Attorney

Reviewed by: Vilko Domic, Assistant City Manager

Attachment:

- 1) Revised Travel Policy
- 2) Current 1989 Travel Policy