



# CITY OF COMMERCE

## STANDARD OPERATING PROCEDURE

NUMBER 9  
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**SUBJECT:** TRAVEL POLICY FOR CITY OFFICIALS AND EMPLOYEES

**EFFECTIVE  
DATE:** 8-1-89

**ISSUED  
DATE:** 8-1-89

**APPROVED BY:**   
CITY ADMINISTRATOR

**I. PURPOSE/AUTHORITY:** The City shall pay for expenses incurred for authorized Officials/Employees to attend approved conferences, seminars or meeting "events".

- A. The authorization for all Officials/Employees shall be the approved budget for the event.
- B. The Official/Employee may attend an event not in the approved budget, but must show benefit for the City and have prior approval by the City Administrator. The department shall request a transfer or additional funds as needed in advance of travel not included in the approved budget.
- C. All Department Heads will be required to stay within the approved travel and meeting budget.

**II. PERSONNEL AFFECTED:** A. "Officials" shall be the following:

- 1. City Council Members
- 2. Commissioners/Committee Members
- 3. Non-Employees designated by City Council

B. "Employees" shall be all employees other than the above.

### III. PROCEDURE:

#### A. TRANSPORTATION

- 1. Transportation to and from the approved event shall be paid by the City. The Official/Employee shall secure the most economical mode of transportation in keeping with availability, convenience, and propriety.
  - a. When air travel is appropriate, coach class shall be utilized.
  - b. A City vehicle shall be used within a 100 mile radius from Commerce City Hall.
  - c. A private vehicle may be used with the Department Head's approval and reimbursed at the current rate in effect. Every effort should be made to utilize a City vehicle.
  - d. The City Administrator's approval is required if a city or private vehicle is utilized beyond the 100 mile radius. A private vehicle will be reimbursed at the current rate.
  - e. Departments/Liaisons shall seek informal bids for the best possible air fare and make every effort to buy within the City.



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#### SUBJECT:

- f. The current rate for private vehicle reimbursement shall be the rate authorized for deduction by the Internal Revenue Service.

#### 2. Reimbursement

- a. When spouses travel with officials or employees outside the local area, it shall be at the expense of the Official/Employee. But if spouses accompany the officials or employees to a local event, expenses will be paid by the City. The City will not advance funds to pay for transportation or meals. Department liaisons shall collect from the Official/Employee for travel cost of their spouse/guest prior to the billing from the travel agency. This is to avoid the City in advancing funds for the spouse/guest. The only exception to this policy is the sister City Excursion, where they shall be allowed one paid guest.

#### B. LODGING

1. The cost of accommodations shall be paid by the City.
  - a. The event must be at least 50 miles radius from Commerce City Hall in order to get overnight accommodations. Any exception to this policy will require the City Administrator's approval.
  - b. Minimum cost accommodations shall be used by the Official/Employee in keeping with availability, convenience, and propriety.
  - c. The Official/Employee may use the City credit card or have the City pay directly to the hotel. If a personal credit card is used the Official/Employee may use the attached travel form for reimbursement.

#### C. REGISTRATION

1. All registration fees for the event shall be paid or reimbursed by the City.

#### D. ADVANCE

1. Advance of funds for City Council may be \$65.00 per day and Commissioners/Employees may be \$55.00 per day to cover the following expenses while at the event.
  - a. Meals
  - b. Travel (bus, gas, parking, etc.)
  - c. Entertainment
  - d. Gratuities (hotel, porter, restaurant, etc.)
  - e. Miscellaneous (telephone, newspaper, sundries, etc.)



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TRAVEL POLICY FOR CITY OFFICIALS AND EMPLOYEES

#### E. REPORT OF EXPENDITURES

1. Within 10 days after returning from the event, the "Authorized Trip and Conference" expense report shall be completed, listing and totaling all actual expenses with receipts for the event and reduced by any advances received. If the expenses are greater than the advances, request the amount owed to the individual. If the advance is greater than the expenses, return the funds to the Finance Department to credit the travel account.
2. The form must be approved as follows:

OFFICIAL/EMPLOYEE  
AFFECTED BY POLICY

- a. Staff
- b. Department Head
- c. Commissioner/Committee
- d. Administration
- e. Councilmember

APPROVING PARTY

Department Head  
City Administrator  
Dept. Liaison  
Finance Department  
Councilmember

sop9trvl



**CITY OF COMMERCE**  
AUTHORIZED TRIPS AND CONFERENCE  
EXPENSE REPORT

No. 0802

NAME OF MEETING OR CONFERENCE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PERIOD COVERED IN REPORT \_\_\_\_\_ ADVANCE PAYMENT RECEIVED \$ \_\_\_\_\_

**EXPENSES INCURRED (Attach Receipts)**

1. HOTEL .....\$ \_\_\_\_\_

2. TRAVEL (bus, train, taxi, including gas, parking, etc.) .....\$ \_\_\_\_\_

3. MEALS .....\$ \_\_\_\_\_

4. ENTERTAINMENT .....\$ \_\_\_\_\_

5. GRATUITIES (hotel, porter, restaurant, etc.) .....\$ \_\_\_\_\_

6. MISCELLANEOUS (telephone, newspaper, sundries) .....\$ \_\_\_\_\_

TOTAL EXPENDITURES .....\$ \_\_\_\_\_

ADVANCE PAYMENT .....\$ \_\_\_\_\_

AMOUNT OWED INDIVIDUAL .....\$ \_\_\_\_\_

AMOUNT OWED CITY .....\$ \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

(53)

\_\_\_\_\_  
APPROVED BY

**EXPENSE REPORT MUST BE RETURNED WITHIN 10 DAYS OF RETURN OF TRIP.**