



TRAVEL BY ELECTED AND APPOINTED OFFICIALS

COUNCIL SUPPORT TRAINING



DISCUSSION TOPICS

City Travel Policy

Travel Forms

Travel Memo

Mayor & Council Travel

Mayor & Council Staff Travel

Gift of Travel, Form 801

Allowable Expenditures

Violations



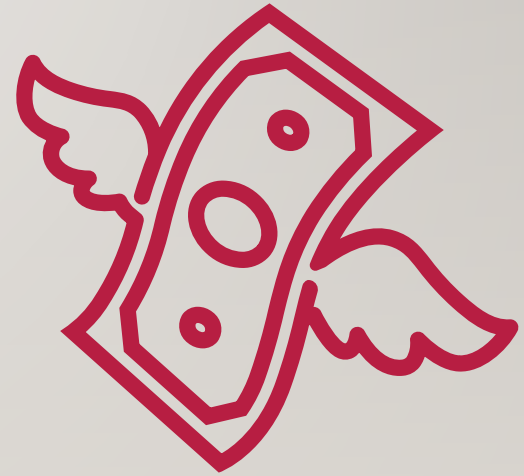
PUBLIC PURPOSE

Travel by City officers and employees is an appropriate activity and expense when performed for a public purpose. Requests for travel shall be limited to events from which the City derives specific benefits through attendance of a City representative(s), and shall be supported, if needed, by travel brochures, official notifications or other documentation to help Council in considering the travel request.



EXPENSE REIMBURSEMENT

The Mayor, the Mayor's staff, Council Members and their staff, members of Commissions and Council Appointees may be authorized to undertake official travel and be reimbursed by the City for all reasonable and necessary expenses incurred while traveling on City business, subject to the provisions and guidelines prescribed in this Policy Statement and in accordance with applicable provisions in Chapters 4.28 and 12.08 of the San José Municipal Code. For the Mayor and Council Members, Section 408 of the City Charter authorizes expenditure reimbursement for performance of their duties or functions of office.



AVAILABLE FUNDS FOR TRAVEL



Mayor & Council
Office Budget



Mayor & Council
Travel Fund



Funds provided by
another organization*

(gifts of travel must be approved
by Council **before travel**)



TRAVEL MATRIX

<https://www.sanjoseca.gov/home/showpublisheddocument/50827/637153719401530000>

| TITLE | TRAVEL BY ELECTED AND APPOINTED CITY OFFICIALS | PAGE | 8 of 10 | POLICY NUMBER | 9-5 |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|---------|----------------------------------|-----|
| EXHIBIT 1 MATRIX OF TRAVEL APPROVAL REQUIREMENTS FOR OFFICIAL TRAVEL BY MAYOR AND CITY COUNCIL MEMBERS* | | | | | |
| | | Mayor/Council Member approves travel | | City Council approves the travel | |
| | In-state travel using District budget or Mayor's Office budget | ● | | | |
| | Out-of-state travel using District budget or Mayor's Office budget | | | ● | |
| | International travel using District budget or Mayor's Office budget | | | ● | |
| | In-state travel, out-of-state travel, or international travel using another department's budget, another gov't entity budget or other outside non-City funds donated as a gift to the City (travel gift to City requires Council approval before travel) | | | ● | |
| | Any travel using the Mayor/Council Travel Budget | | | ● | |
| | Any official travel using funds donated as a gift to the City (travel gift to City requires Council approval before travel) | | | ● | |
| | Any travel when appointed by Council to represent the City to advocate for legislation | | | ● | |
| | Travel on the annual City-to-City trip sponsored by SVO/Chamber of Commerce | | | ● | |
| | Any travel when officially appt'd to LCC, NLC or US Conf. of Mayors Committees using District or Mayor's budget | ● | | | |
| | LCC, NLC or US Conference of Mayors conference using District or Mayor's budget** | ● | | | |

*Official travel by Council Assistants or Mayor's Assistants is approved by the Council Member or Mayor.

**If an NLC or US Conference of Mayors meeting/conference is out-of-state, separate City Council approval is not necessary.



LOCAL TRAVEL BY MAYOR/ COUNCIL & THEIR STAFF

- (Same Day Trip – No Overnight Stay)
 - No Travel Memo Required
 - No Travel Statement Required
 - Can use P-Card for Registration, Meals, parking, submit for mileage, etc.
- Example: Traveling to Sacramento for a conference and returning on the same day.



IN-STATE TRAVEL BY MAYOR/COUNCIL & THEIR STAFF



In-State Travel by Mayor/Councilmember using **Office Budget:**

- No Travel Memo Required
- Travel Request & Travel Reconciliation Statements Required
- Can use P-Card for Registration, Airfare, Train Fare, Meals, etc.
- If appointed by the Mayor to represent the City for LCC, NLC & US Conference of Mayors; council approval is not required for using Office Budget



In-State Travel by Mayor/Councilmember using **Mayor & Council Travel Fund:**

- All use of Mayor Council Travel Fund requires Council Approval
- Travel Request & Travel Reconciliation Statements Required



OUT-OF-STATE & INTERNATIONAL TRAVEL BY MAYOR/ COUNCIL & THEIR STAFF

Out-of-State Travel by Mayor and Councilmember

- Travel Memo Required
- Travel Request & Travel Reconciliation Statements Required
- Council Approval required

Out-of-State Travel by Mayor and Council Staff

- The Mayor or Council Member will approve all local, instate and out-of-state travel by their unclassified office staff members, provided funds are available within the Mayor or Council Member's own Office Budget.
- Travel Request & Travel Reconciliation Required



TRAVEL MEMO

- A travel memo is required **prior to travel** for:
- Out-of-state travel,
- Authorization to use Mayor/Council Travel Fund, and
- When staff is designated by the Mayor & Council to represent the city when there is a **gift** of travel.
- Travel Memo template can be found on City Clerk Intranet Page:

<http://www.sjcity.net/index.aspx?nid=296>

COUNCIL AGENDA:
ITEM:

CITY OF
SAN JOSE
CAPITAL OF SILICON VALLEY

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM:

SUBJECT: REQUEST TO TRAVEL

DATE:

Recommendation: Authorize travel for (Councilmember Name) to (Location) on
(Travel Dates)

Location:

Meeting Dates:

Source of Funds:

Purpose:



GIFT OF TRAVEL



- If another organization provides a gift of travel or sponsorship for a trip to Mayor/Councilmember or their staff
 - Council Memo Required designating the authorized traveler **prior to travel**
 - Travel Request & Travel Reconciliation Statements Required
 - Form 801 Completed and submitted to the City Clerk's Office after the travel is completed **within 30 days** of travel
- Check with Council Liaison on which Form to file and report to on Gift of Travel.



FORM 801

If there is a gift of travel to the City, a California Form 801 must be completed and submitted to the Clerk's Office within 30 days after the travel.

<https://www.sanjoseca.gov/your-government/appointees/city-clerk/forms-filings/form-801-gift-to-agency-report>

SAMPLE FORM

| Payment to Agency Report | | A Public Document | | PAYMENT TO AGENCY REPORT | |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------------------------------|
| 1. Agency Name City of San Jose | | | Date Stamp | California Form 801 | |
| Division, Department, or Region (if applicable) DISTRICT # | | | Enter your Department or District Number. Leave contact phone, email and name as City Clerk if you are from the Mayor/Council Offices. Change to your Travel Coordinator if you are with another department. | | |
| Street Address 200 E Santa Clara Street | | | | | |
| Area Code/Phone Number 408-535-1260 | Email city.clerk@sanjoseca.gov | | <input type="checkbox"/> Amendment (explain in comment section) | | |
| Agency Contact (name and title) Toni Taber, City Clerk | | | Date of Original Filing: _____ (month, day, year) | | |
| 2. Donor Name and Address | | | | | |
| <input type="checkbox"/> Individual _____ Last Name First Name <input type="checkbox"/> Other _____ Name | | | | | |
| Address _____ City _____ State _____ Zip Code _____ | | | | | |
| If "Other" is marked, describe the entity's business activity (if business) or its nature and interests. | | | | | |
| If applicable, identify the name of each source and the amount(s) received by the donor for this payment: | | | | | |
| _____ Name \$ _____ Amount _____ Name \$ _____ Amount | | | | | |
| 3. Payment Information (Complete Sections 3.1 (a or b), 3.2, 3.3) | | | | | |
| 3.1 (a) Travel Payment | | | | | |
| Transportation Provider _____ | | | Location of Travel _____ | | Dates (month, day, year) _____ |
| <input type="checkbox"/> Rail <input type="checkbox"/> Air <input type="checkbox"/> Bus <input type="checkbox"/> Auto <input type="checkbox"/> Other | | | Check Applicable Boxes | | Name of Lodging Facility _____ |
| \$ _____ Lodging Expenses | \$ _____ Meal Expenses | \$ _____ Transportation Expenses | \$ _____ Other Expenses | \$ _____ Total Expenses | |
| 3.1 (b) Payment(s) not related to travel: _____ Dates (month, day, year) _____ Total Expenses _____ | | | | | |
| 3.2. Payment Description. Provide a specific description of the payment and its agency purpose and use. | | | | | |
| Contact source of payment for breakdown of payments. Enter name of traveler(s) in section 3.3. | | | | | |
| 3.3. Identify the officials who used the payment in Section 3.1 (See instructions) | | | | | |
| Last Name _____ | | First Name _____ | | Position/Title _____ | |
| Last Name _____ | | First Name _____ | | Department/Division _____ | |
| 4. Verification | | | | | |
| I authorized the acceptance of the reported payment(s) as in compliance with FPPC regulations. | | | | | |
| Signature _____ | | Print Name _____ | | Title _____ | |
| Comment: (Use this space or an attachment for any additional information) | | | | | |
| Clear Page | | Print Form | | | |



FORM 700

If there is Gift of Travel to the employee, during the annual Form 700 filing deadline the travel must be reported on the Form 700 and the Family Gift Report.

<http://www.fppc.ca.gov/Form700.html>

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION
A PUBLIC DOCUMENT

STATEMENT OF ECONOMIC INTERESTS
COVER PAGE

Date Initial Filing Received
Official Use Only

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court
Agency Name (Do not use acronyms)
Division, Board, Department, District, if applicable Your Position
► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)
Agency: Position:

2. Jurisdiction of Office (Check at least one box)
 State Judge or Court Commissioner (Statewide Jurisdiction)
 Multi-County County of
 City of Other

3. Type of Statement (Check at least one box)
 Annual: The period covered is January 1, 2016, through December 31, 2016.
-or- The period covered is through December 31, 2016.
 Assuming Office: Date assumed
 Candidate: Election year and office sought, if different than Part 1:
 Leaving Office: Date Left (Check one)
 The period covered is January 1, 2016, through the date of leaving office.
-or-
 The period covered is through the date of leaving office.

4. Schedule Summary (must complete) ► Total number of pages including this cover page:
Schedules attached
 Schedule A-1 - Investments - schedule attached Schedule C - Income, Loans, & Business Positions - schedule attached
 Schedule A-2 - Investments - schedule attached Schedule D - Income - Gifts - schedule attached
 Schedule B - Real Property - schedule attached Schedule E - Income - Gifts - Travel Payments - schedule attached
-or-
 None - No reportable interests on any schedule

5. Verification
MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)
DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS
()
I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.
I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.
Date Signed (month, day, year) Signature (File the originally signed statement with your filing official)

Clear Page Print

FPPC Form 700 (2016/2017)
FPPC Advice Email: advice@fppc.ca.gov
FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov



TRANSPORTATION

SAN JOSÉ MINETA INTERNATIONAL AIRPORT

When traveling on official City business by a scheduled air carrier, use of San José Mineta International Airport as the origin and destination is required.

List of Backup Documentation Required:

- Booking Confirmation
- eTicket



TRANSPORTATION

ALTERNATE AIRPORT

Exceptions for using alternate airports:

- Scheduled air carrier service to or from the destination is not available from San José Mineta International Airport; or
- There is more than a one and one-half hour scheduled layover at any intermediate airport before reaching the final destination from flights arriving or departing from San José compared to flights arriving or departing from other Bay Area airports.
- The total cost of travel to or from Norman Y. Mineta San José International Airport exceeds the cost of travel to or from an alternative airport. In determining whether to approve the use of an alternate airport, consideration should be given to all costs associated with travel to and from such airport i.e. taxi, shuttle, ride sharing services, etc.
- A City official is required to travel for business reasons but is not in San José (for business or personal reasons) and the point of departure is closer to an alternate airport.



TRANSPORTATION

ALTERNATE AIRPORT (CONT'D)

List of backup documentation required when using alternate airport:


- Justification must be provided as to why alternate airport used instead of San José Mineta International Airport along with the P-Card Charge and Travel Statements
- Screenshot or printout of price comparison showing that traveling from Alternate Airport is cheaper than traveling from San José Mineta Intl Airport including the cost of ground transportation.
- Screenshot or printout showing that scheduled air carrier is not available from San José Mineta Intl Airport to & from the destination.
- Screenshot or printout showing that there is more than a one and half hour scheduled layover.



MISSING RECEIPT FORM

Missing Receipt Form is used when the original receipt was lost or when the vendor cannot produce the receipt.

<https://www.sjcity.net/DocumentCenter/View/11731>

 **MISSING RECEIPT FORM**

Purpose:
This form is to be used when original receipt(s) that are required for the Procurement Card Program monthly statement reconciliation or Reimbursement of Travel cannot be produced. Complete one form for each missing receipt.

Program Type
 Procurement Card Program Reimbursement of Travel

Department: Today's Date:

Procurement Card Coordinator/
Travel Coordinator Name: Initials:

Cardholder/Traveler Name:

Reason why duplicate receipt could not be obtained:

Missing receipt information:

P-Card statement/travel date: Purchase date:

Merchant Name: Dollar amount:

Describe and itemize purchase. Include price per item and quantity.

Product(s)/service(s) were:

Approved by: (Print name/title)

Received by: (Print name/title)

Approvals:

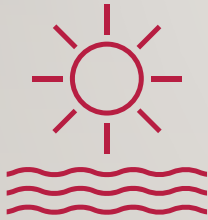
Approving Official: _____
Print Name Signature Date

Deputy Director: _____
Print Name Signature Date

*Deputy Director signature required for dollar amounts greater than \$50. July 2015



TRAVEL RESTRICTIONS



Early Check-In for flights is not an allowable expense.

For example, the Early Bird Check-In from Southwest Airline is not an allowable expense.



San Jose Resolution 7743: Prohibiting all non-essential City Travel to the States of **North Carolina and Mississippi.**



LODGING



Every effort must be made to choose the lowest option for lodging.



Backup Documentation (Receipts) Needed:

- Hotel Reservation Receipt
- Itemized Receipt from the Hotel
- Itemized Receipt for food and beverages



REGISTRATION



Conference Registration can be paid by P-Card or by Check Request.



Backup Documentation (Receipts) Needed:

- Event Brochure
- Agenda



GROUND TRANSPORTATION & PARKING



Travelers are strongly encouraged to choose the lowest cost for ground transportation taking into consideration reasonable travel time and other related cost factors such as parking. Carpooling is encouraged for all group travel.



Backup Documentation (Receipts) Needed:

- Cab or ride sharing receipt
 - If paid with P-Card, original receipt must be attached to both P-Card backup and travel packet.
 - If paid with personal funds, the original receipt must be attached with travel packet for reimbursement.



MEALS



All meals and incidental expenses must be itemized.



When meals are provided as part of the cost of an event, travelers will not be reimbursed for any outside meals. When the traveler can justify a legitimate business or personal reason, such as dietary restrictions, to not participate in the provided meal, the traveler must submit written justification to receive reimbursement for that meal.



NO alcohol purchase allowed



INTERNET CONNECTION SERVICES



- Internet Connection Services purchased to conduct City business until reaching the travel destination or at the lodging destination are reimbursable expenses with submission of itemized receipt. Travelers must comply with the City's Use of Email, Internet Services and Other Electronic Media Policy.
- When travelling internationally, ensure you notify Clerk's Office **one week prior to travel** to maintain access to e-mail and mobile device plan



TRAVEL INSURANCE & CAR RENTAL INSURANCE

- When traveling on City Business, travel insurance is not an allowable expense.
 - When traveling outside of the country, Risk Management and Finance Dept. must be contacted for pre-approval for Travel Insurance. Please contact your liaison in the Clerk's Office to assist with the pre-approval.
- City is self insured so additional Car Rental Insurance is not allowable expense.



EXPENSES NOT ALLOWED

Travel expenses not generally considered reasonable and necessary shall not be reimbursable. These include, but are not limited to:

- Fines for traffic violations
- Dry cleaning and laundry expenses
- Non-business transportation expenses
- Expenses for spouse, other family members or unauthorized guests
- Non-business-related communications, including internet fees
- Entertainment expenses, spa or exercise fees
- Alcoholic beverages
- Personal expenses for entertainment costs (in-room movies or games)



P-CARD AUTHORIZATION FOR INTERNATIONAL TRAVEL

- Cardholder must notify US Bank Corp (800-523-9078) about their international travel plans to avoid red flags and suspension of the P-Card.
- Request for PIN Number to make purchases with International Vendors
 - Certain countries may not request the pin number. Contact US Bank Corp to confirm



DOCUMENTATION

- **Whether or not an amount is owed to the traveler, all claims for travel expenses must include:**
 - Completed & signed Request for Travel (before travel)
 - Completed & signed Reimbursement of Travel (within 30 days)
- The Reimbursement statement must account for **all expenses**, including City paid, traveler paid, prepaid amounts and procurement card transactions (e.g., airfare, registration). All City Procurement Card transactions must follow the Procurement Card Policy (City Policy Manual Section 5.1.2).
 - Include all itemized receipts in your packet



TRAVEL STATEMENT SUBMISSION DEADLINE

- Within 30 days after completion of travel, an approved Reimbursement of Travel Statement shall be submitted to Finance for processing.
- Statements that are not submitted within 45 days from the Return Date will be considered delinquent.
- A list of all delinquent Statements will be sent to the appropriate Travel Coordinator and escalated to the Approving Official, if needed.



FORMS – TRAVEL REQUEST

Travel Request Form must be completed **before the travel** with **estimated expenses** and **supervisor approval**. This must also be submitted to the Clerk's Office.

<http://www.sjcity.net/index.aspx?NID=254>

The screenshot shows the 'Travel Request' form for the City of San Jose. The form is titled 'Travel Request' and includes a 'HELP' button. It is divided into several sections: 'Employee Information', 'Group Travel', 'Travel Itinerary', 'Estimated Travel Expenses', 'Cash Advance Requested', and 'Notes'. The 'Employee Information' section includes fields for Employee Name, Job Title, Employee ID, Hourly/Salaried status, Dept., Visible Code, Home Zip Code, Select Purpose, and Phone No. The 'Group Travel' section has a 'Names of other Travelers' table with columns 1 through 6. The 'Travel Itinerary' section includes Event Name, Event Location, Departure Date, Event Start Date, Event End Date, City, State, and Return Date. The 'Estimated Travel Expenses' section is a table with columns for Category, Detailed Description, and Estimated Expense Amounts. The 'Cash Advance Requested' section includes a 'Cash advance requested?' checkbox and a text area for a declaration. The 'Notes' section is at the bottom. The footer of the form includes navigation links: 'Instructions', 'Checklist', 'Form 1PerDiem-Expense Worksheet', 'Form 2Travel Request' (highlighted), and 'Form 3Reimb'.

| Category | Detailed Description | Estimated Expense Amounts |
|---------------------------------------------|----------------------|---------------------------|
| Registration | | |
| Airfare | | |
| Lodging | | |
| Ground Transportation | | |
| Per Diem (from spreadsheet) | | \$0.00 |
| Parking | | |
| Other | | |
| Total Estimated Expenses | | \$0.00 |



FORMS – NO PER DIEM

- Mayor, Council & their unclassified staff are **not eligible for per diem**. An itemized receipt must be provided for all expenses.
- Note: Delete the pre-set info in the per diem worksheet; the amount in the Request Form & Reconciliation Form will change to zero.



REIMBURSEMENT OF TRAVEL WITH OUTSTANDING BALANCES

- If an amount is owed to the City, the amount must be noted on the form. Upon verification and processing by the Finance Department, the amount owed will be automatically deducted from the employee's next paycheck.
- If an amount is owed to the traveler, the amount must be noted on the form. Upon verification and processing by the Finance Department, any amount owed to the traveler will be reimbursed no later than the second paycheck following the date of submission to the Finance Travel Desk.
- Reimbursements can be delayed due to incomplete documentation.



RESOURCES: TRAVEL POLICY



Employee Travel Policy:

<https://www.sanjoseca.gov/home/showpublisheddocument/17881/63716580723370000>



Council Policy 9-5:

<https://www.sanjoseca.gov/home/showpublisheddocument/50827/637153719401530000>



Council Policy 0-38:

<https://www.sanjoseca.gov/home/showpublisheddocument/59696/637275596061470000>