

(R-87-1168)

RESOLUTION NUMBER R- 267294

ADOPTED ON DEC 15 1986

WHEREAS, the City Manager (in cooperation with the Auditor and Comptroller) promulgated Administrative Regulations 90.30 and 95.40, effective January 31, 1986, to establish policies and procedures in respect to "In-Town Reimbursable Expense" and "Out-of-Town Travel Procedures"; and

WHEREAS, the City Council joined in its concern about such matter and, as a result thereof, incorporated those regulations into Council Policy 000-27; and

WHEREAS, the City Manager (in cooperation with the Auditor and Comptroller) has, since the original promulgation of said regulations, refined the provisions thereof to accommodate the practical aspects of reimbursement philosophy and out-of-town travel procedures; and

WHEREAS, as a result, AR 90.30 and 95.40 have been revised, effective October 20, 1986, to incorporate said new provisions; and

WHEREAS, Council Policy 000-27, which incorporates all the provisions of said administrative regulations, provides that any future amendments or changes to those regulations may be incorporated in the Council Policy by action of the Council; and

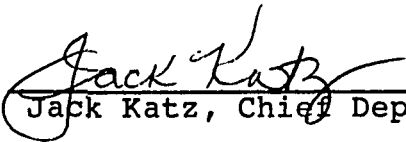
WHEREAS, said changes were brought before the Rules Committee on November 17, 1986, discussed and considered in depth, and approved unanimously by the Rules Committee for inclusion in the Council Policy; and

WHEREAS, the matter is now forwarded to the full Council, for appropriate action; NOW, THEREFORE,

BE IT RESOLVED, by the Council of The City of San Diego, that the provisions of Administrative Regulations 90.30 and 95.40, as amended and effective October 20, 1986, be and the same are hereby incorporated by this reference into Council Policy 000-27.

BE IT FURTHER RESOLVED, that the City Clerk be and he is hereby directed to publish and distribute this action of incorporation into Council Policy 000-27 under the "History" citation on the last page of the policy.

APPROVED: JOHN W. WITT, City Attorney

By 
Jack Katz, Chief Deputy

JK:smm
12/4/86
Or.Dept:Mayor
R-87-1168
Form=r.none

R 267294

CITY OF SAN DIEGO, CALIFORNIA
ADMINISTRATIVE REGULATION

SUBJECT	Number	Issue	Page
OUT-OF-TOWN TRAVEL PROCEDURES	90.30	12	1 of 7
Effective Date			
October 20, 1986			

1. PURPOSE

1.1 To establish policies and procedures regulating out-of-town travel by City personnel or by members of City boards and commissions while on City business. P.O.S.T. and extradition travel is not paid for by the City of San Diego, but rather is reimbursed through a Revolving Fund. It is not included in this policy.

2. DEFINITION

2.1 Out-of-Town travel shall be defined as travel outside San Diego County or Baja Norte in Mexico. One-day trips not exceeding 200 miles one way and less than \$150 per person (excluding registration) will be treated as in-town expenses and not travel.

2.2 Appointing Authorities are elected officials, the City Manager, department directors and assistant directors. Appointing Authorities may delegate approval authority only in writing.

3. POLICY

3.1 Requests for travel in all cases shall be limited to City business, or conferences and meetings, and training classes from which the City will derive a specific benefit through the attendance of a representative. Mere membership in an organization is not of itself a basis for travel authorization.

3.2 Attendance at a conference shall be limited to one representative of the City per department unless the need for additional representatives can be fully justified in writing and approved by the

(Supersedes Administrative Regulation 90.30, Issue 11, dated Jan. 31, 1986)

<p>Authorized</p> <p><i>[Signature]</i> AUDITOR & COMPTROLLER</p> <p><i>[Signature]</i> INTERGOVERNMENTAL RELATIONS DIRECTOR</p> <p><i>[Signature]</i> CITY MANAGER</p>	<p><i>[Signature]</i> CITY ATTORNEY</p> <p><i>[Signature]</i> PERSONNEL DIRECTOR</p>	<p><i>[Signature]</i> CITY CLERK</p> <p><i>[Signature]</i> PLANNING DIRECTOR</p> <p><i>[Signature]</i> RETIREMENT ADMINISTRATOR</p>
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CITY OF SAN DIEGO, CALIFORNIA
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City Manager or a non-managerial department director. This policy shall not apply to the Annual League of California Cities meeting.

Conference travel in excess of 200 miles one way shall be limited to department directors, assistant department directors, division heads or positions of a highly technical or professional nature as designated by the department director. Every effort shall be made to avoid the simultaneous absence of both the department director and assistant department director.

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The control of these travel restrictions rests with the respective Appointing Authority.

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3.3 Travel requests estimated to exceed \$150 per person (excluding registration) shall be submitted with budget request papers. The requests will be summarized and presented to the City Council as a travel program in the annual budget. Travel requests approved during Council budget review do not require a further Council authorization at the time the travel is taken. All other travel requests are considered to be unscheduled and shall be subject to availability of funds and approval of the City Manager or non-managerial department director, except for one day travel not exceeding 200 miles one way and less than \$150.00 per person (excluding registration) which may be authorized by the department director and does not require completion of a Travel Request and Expense Report (Form FM-1312). These trips will be considered in-town expenses using their appropriate object accounts and processes. Both claimant and Appointing Authority must sign any such claims. Control of such expenses rests with the respective Appointing Authority.

3.4 Use of air, train, private car, bus, or City vehicle shall be selected on the basis of the least total cost to the City after all expense items are tabulated, including travel time salary costs. Care should be taken to obtain the lowest reasonable cost for transportation and accommodations. The responsibility for this consideration rests with the respective department.

3.5 If use of a private automobile to points beyond 200 miles is approved, reimbursement shall not exceed the cost of a round trip coach or equivalent class air fare, and taxi fare to and from the airport, or the most economical other means of transportation.

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3.6 When the use of public air carrier transportation is approved, travel for all employees other than elected officials must be in coach class service. If seating in coach class is unavailable, first class travel is permissible.

3.7 Authorized travel time shall be based on that required by the most appropriate mode of transportation. Should an employee desire travel time in excess of the above, such time shall be considered and accounted for as accumulated leave or leave without pay.

3.8 Guidelines for meal costs incurred on out-of-town trips are shown in attachment A, and generally City employees and their guests should try to follow them.

There are circumstances where these guidelines may not be appropriate. Examples of these circumstances include, but are not limited to the following:

- A. Meal costs for volunteer City advisory boards, committees, commissions, etc. These volunteers contribute many hours of City service and receive no monetary reimbursement from the City other than meals and parking expense.
- B. Meal costs for the purpose of City Fund Development Activities authorized by the City Council, City Manager or non-managerial department directors.
- C. Meal costs for Intergovernmental Relations Department (related to legislative advocacy).
- D. Meal costs incurred in connection with training, travel, civic/professional group meetings, etc. which have a set price and for which the individual has little or no choice in the amount paid. These costs usually include speaker, facility and meal costs.
- E. Meal costs for which Appointing Authorities approve as being above the general guidelines, e.g. with dignitaries.

3.9 Business related phone calls are an allowable expense. A personal call per day of up to \$10 is considered an allowable expenditure.

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4. PROCEDURE

Responsibility

Action

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| Department | 4.1. | Submits four copies of Form FM-1312, Travel Request and Expense Report, for each scheduled trip estimated to exceed \$150 to Financial Management Director with budget request forms. Submits as a line entry on Form FM-1313, Travel Request Summary, an estimate of the number of trips costing less than \$150 which will be taken during the year, with the total dollars involved. See Budget Preparation Manual for instructions for completing forms. |
| Financial Management Director | 4.2. | Summarizes and submits appropriate travel requests to City Council, via City Manager, as travel program in annual budget. Following Council approval of travel program, returns three approved copies of the Form FM-1312 to City departments. No further authorization is needed for scheduled travel. |
| Department | 4.3. | For unscheduled travel exceeding 200 miles one way and more than \$150 per person (excluding registration), departments should submit four copies of Form FM-1312 to their respective approving authorities as provided for in Section 3.3. |
| Approving Authority | 4.4. | Places approval stamp on Form FM-1312 and returns three copies to requesting departments if required under Section 4.3. |
| Department | 4.5. | Submits Civil Service Form CS-14-25A, Request for Leave of Absence, prior to travel date. See Index Code I-1 of the Personnel Manual. |

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Responsibility

Action

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| Auditor and
Comptroller | 4.6. Prepares Request for Direct Payment, Form AC-468, if travel advance is needed. Routes approved copy of Form FM-1312 authorizing travel together with the Request for Direct Payment to the Auditor and Comptroller. |
| Department | 4.7. Pays travel advance only after receiving an approved Form FM-1312. Travel advances shall not exceed budgeted estimates. |
| Department | 4.8. Makes transportation arrangements. |
| Department | 4.9. Following completion of the trip, the traveler shall fully complete Form FM-1312 in a timely manner. Fully complete means that when finished the form will show total trip expenses, including those paid directly by the City (such as registration, advances, petty cash reimbursements, use of City vehicles, etc.), and will result in a net amount due either the traveler or the City. Fully complete also means that original receipts for transportation, lodging, and all other expenses charged, over \$15.00 per occurrence, will be attached. If the traveler pays for someone else's meal he/she must attach a statement of specific City purpose/ benefit and detail the attendees. |

The department director or assistant department director shall review the Travel Expense Report to determine that City monies were properly used for City business, and will sign the approval.

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Responsibility

Action

- a. If expenses exceed the travel advance, prepares a Request for Direct Payment, Form AC-468, for the amount due the traveler; attaches the original Form FM-1312 with original supporting documentation/receipts and forwards both to the Auditor and Comptroller for payment.

- b. If expenses are less than the travel advance, the department: 1) receives amount due City from traveler, 2) prepares Daily Cash Receipts Summary (Form AC-1221), 3) gives traveler an Official Receipt (Form AC-1218) or an initialed copy of the Daily Cash Receipts Summary (Form AC-1221) to indicate receipt of money due City, 4) submits to the Treasurer the money due the City, three copies of the Daily Cash Receipts Summary (Form AC-1221) and one copy of a completed Travel Request and Expense Report (Form FM-1312), and 5) submits the original Travel Request and Expense Report with original supporting documentation/receipts to the Auditor and Comptroller, Budgetary Control section.

- c. If expenses equal the travel advance, forwards the Travel Request and Expense Report (Form FM-1312) with original supporting documentation/receipts to the Auditor and Comptroller.

Treasurer

- 4.10. Receives payment under Section 4.9(b) and forwards Form FM-1312 and Form AC-1221 to Auditor and Comptroller in accordance with established procedures.

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APPENDIX

Legal Reference

Council Policy 000-8 amended by Resolution No. 255155 on October 6, 1981.

Forms Involved

Daily Cash Receipts Summary, Form AC-1221
Official Receipt, Form AC-1218
Request for Direct Payment, Form AC-468
Request for Leave of Absence, Form CS-14-25A
Travel Request and Expense, Form FM-1312
Travel Request Summary, Form FM-1313

Subject Index

Travel - Advance; Expense Report; Out-of-Town
Personnel - Travel
Reimbursement - Travel Expenses

Administering Department

Financial Management

00143

Meal Reimbursement Guidelines

- | | |
|--------------|---------|
| 1. Breakfast | \$10.00 |
| Lunch | \$15.00 |
| Dinner | \$25.00 |

(Excludes sales tax and a maximum 15% gratuity which will also be reimbursed.)

OR

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|---------------|---------|
| 2. Daily Rate | \$50.00 |
|---------------|---------|

(Excludes sales tax and a maximum 15% gratuity which will also be reimbursed.)

NOTE: As an alternative to individual meal guidelines, an out-of-town traveler may claim up to a maximum of \$50 (excluding sales tax and 15% gratuity) for daily meals. To qualify, a traveler must be out-of-town overnight. Receipts for all expenses are still required for reimbursement of the daily rate.

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IN-TOWN REIMBURSABLE EXPENSE	95.40	5	1 of 8
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1. PURPOSE

1.1 To establish policies and procedures for the payment of "in-town" reimbursable expenses incurred by City officials and employees while conducting City business for the City of San Diego.

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2. DEFINITION

2.1 "In-town" reimbursable expenses shall include the cost of meals, committee meetings, civic meetings, training, departmental retreats, special recognition of employees, groundbreaking ceremonies, personnel review boards, hotel and motel expenses, and other miscellaneous expenses incurred while conducting City business within San Diego County, Baja Norte in Mexico, or one-day trips not exceeding 200 miles one way and less than \$150 per person (excluding registration). Claims for these one-day trips must be signed by both the claimant and the Appointing Authority. Mileage can be charged on the regular mileage claim. Other one-day trip expenses should be charged to object account 4449.

2.2 City Fund Development Activities are those activities approved by the City Council, City Manager, or non-managerial department directors where City employees seek additional revenue sources, donations, etc. to fund City business.

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2.3 Appointing Authorities are elected officials, the City Manager, department directors, assistant directors and deputy directors. Appointing Authorities may delegate approval authority only in writing, except for approval noted in Section 5.2 below which may not be delegated.

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2.4 Appointing Authorities are responsible for ensuring public funds are used for public purposes and expenditures are reasonably based. Decisions as to what services and purchases, including staff refreshments, are necessary within the scope of their City responsibilities rest within the discretion of the Appointing Authority.

(Supersedes Administrative Regulation 95.40, Issue 4, dated Jan. 31, 1986)

Authorized

Ed Ryan
AUDITOR & COMPTROLLER

Shirley W. Witt
CITY ATTORNEY

John A. ...
CITY CLERK

Patricia ...
INTERGOVERNMENT
RELATIONS DIRECTOR

John ...
PERSONNEL DIRECTOR

John ...
PLANNING DIRECTOR

John ...
CITY MANAGER

Robert ...
RETIREMENT ADMINISTRATOR

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2.5 Documented means the specific City purpose or benefit of the expenditure must be fully stated on the request for reimbursement/payment. It will not be acceptable to use general terms such as "departmental issues", "City business", etc. The purpose and date must be specific. Whenever feasible and reasonable, the names and business affiliation of the attendees should be listed.

Documented also means reimbursement requests must include original receipts for expenses. Exceptions to this will be for expenses that normally don't provide for receipts such as group, civic, or professional organization meals. In those cases an approved statement detailing the City purpose and expense will suffice.

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3. POLICY

3.1 "In-town" dinner and entertainment reimbursement expenses shall in all cases be limited to documented costs incurred by City officials and employees while conducting business for the City of San Diego.

3.2 Reimbursements for personal expenses are prohibited. This is particularly important to remember when part of an expense is an acceptable City expenditure and part is not. Care should be taken not to inadvertently include personal expenses when requesting reimbursement. Advances should not be requested for any personal expense.

4. MEALS

4.1 Generally, reimbursement for in-town meals is allowed only when necessary to conduct City business. However, the City's policy is to conduct business as much as possible during regular working hours. The decision as to whether it is necessary to conduct business during an in-town meal is within the discretion of the Appointing Authority.

4.2 City officials and employees should obtain individual invoices for any expenses incurred in connection with City business for reimbursement of such expenses.

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IN-TOWN REIMBURSABLE EXPENSE

Effective Date
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City employees may receive reimbursement for in-town meal expenses incurred with City employees under the following conditions: A) special recognition, (see 6.2 below), B) training and development event, C) departmental retreat, D) "emergency meal" eligible per object account #4464, or E) cost approved by the Appointing Authority.

In-town meal expenses incurred by City employees are acceptable if it is necessary to conduct business during meal hours. The primary purpose of the meeting must be for conducting City business or to provide a specific City benefit. It is not possible to define primary purpose in terms of length of time spent or percentage of items discussed. Expenses for persons not closely connected with the business discussion are not considered associated with the active conduct of business and should not be paid for. Department directors are responsible for ensuring that this policy is complied with. Appointing Authority approval is required for all in-town meal expenditures.

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- 4.3 Any expenses which result in a direct billing in the name of the City are contractual obligations. Contractual obligations to be incurred, such as chartered bus service, chartered excursions, contracts with caterers, etc., should be processed through the Purchasing Department in accordance with established procedures.

Guidelines for meal costs are shown in Attachment A and generally, City employees and their guests should try to follow them. There are circumstances where these guidelines may not be appropriate. Examples of these circumstances include but are not limited to the following:

- A. Meal costs for volunteer City advisory boards, committees, commissions, etc. These volunteers contribute many hours of City service and receive no monetary reimbursement from the City other than meals and parking expense.
- B. Meal costs for the purpose of City Fund Development Activities authorized by the City Council, City Manager, or non-managerial department director.
- C. Meal costs for Intergovernmental Relations Department (related to legislative advocacy).

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D. Meal costs incurred in connection with training, travel, civic/professional group meetings, etc. which have a set price and for which the individual has little or no choice in the amount paid. These costs usually include speaker, facility and meal costs. Also see Section 5.2.

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E. Meal costs which Appointing Authorities approve as being above the general guidelines, e.g. visiting dignitaries.

As a matter of information, meal costs incurred in connection with special recognition events, training, travel, commission/committee and civic/professional group meetings will be charged to those object accounts, not the meals object accounts. Those meals are incidental to the main purpose of those types of expenses and it is more appropriate to charge them there. The guidelines should be considered for these types of meals unless otherwise excepted.

5. COMMISSION/COMMITTEE/CIVIC/PROFESSIONAL MEETINGS

5.1 When departments host commission/committee meetings, or hold meetings with the members of the public for the conduct of City business, it is acceptable to incur costs for refreshments and necessary supplies.

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5.2 When City staff need to attend civic/professional meetings, they may with Appointing Authority approval, be reimbursed for their actual expense (this may include meals). This may include the cost of meals for spouses/guests of City employees when their attendance is appropriate at a special event. The City Manager or an independent department director must approve such expense.

6. PROMOTION/RECOGNITION

6.1 While it is not possible to define all ways to recognize people for appreciation of public service or in promotion of the City, some policy statements merit mention herein.

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6.2 Meal expense for employee recognition for length of service, exceptional performance, etc. is acceptable. This includes the department head, management and supervisory employees in the chain of command.

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- 6.3 Expenses for refreshments, rooms, etc. at groundbreaking ceremonies, receptions and special recognition events, etc. are acceptable. Appointing Authority approval is required for these types of expenditures.
- 6.4 Expenses for gifts (i.e. plaques, etc.) to members of City advisory groups or sent in conjunction with City Fund Development Activities authorized by the City Council, City Manager, or non-managerial department directors may be acceptable. Appointing Authority approval is required for these types of expenses.
- 6.5 Gifts or expenses related to entertaining visiting dignitaries in promoting the City are allowed when approved by Appointing Authorities.
- 6.6 Recognition awards are allowed only on approval of Appointing Authorities. Also refer to Administrative Regulation 95.91 on Employee Recognition and Award Programs.

7. GENERAL

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- 7.1 In the absence of specific criteria, it is the policy of the City to rely on the judgment of the responsible Appointing Authorities who are accountable for their department expenditures. It is, therefore, their responsibility to ensure that in-town expenses and any periodic expense reports are reviewed.
- 7.2 While the method of payment may depend on particulars such as amount, the following should be noted. Petty cash is more economical than the direct payment process for a large number of small items. Therefore, where appropriate, this process should be used. To the extent possible, individual expenses should be combined on one request for reimbursement.

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8. PROCEDURE

8.1 Reimbursement of Expense

RESPONSIBILITY

City Official
or Employee

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1. Obtains a paid receipt, if practical, upon payment of bill. In instances previously indicated, only a statement of specific purpose and amount approved by the Appointing Authority will be an acceptable alternative.
2. Fully completes a Meetings and Promotional Expense Report, Form AC-1516, for expenses charged to object accounts for Meals with Individuals (Non-City Employees), Meals with Individuals (City Employees), Commission/Committee Meetings, Civic/Professional Meetings, and Promotion/Recognition (Non-City Employees) expenditures. Otherwise, note on the paid receipt or Request for Direct Payment, Form AC-468, the specific purpose of the event and the individual(s) or group attending the event and obtain proper approval.
3. (a) Submits claim for reimbursement from office Petty Cash Fund under limitations governing such funds, or

(b) Prepares a Request for Direct Payment requesting reimbursement.
4. Attaches original paid receipt(s) or alternative mentioned above and copy of Meetings and Promotional Expense Report to the Request for Direct Payment.

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The Request for Direct Payment is then approved as noted above and forwarded to the City Auditor and Comptroller's Department for reimbursement.

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8.1 Reimbursement of Expense (Cont'd.)

RESPONSIBILITY

NOTE: If the invoice includes personal charges, line out the amount that does not pertain to City business, change the total amount of the invoice, and initial, indicating approval.

8.2 Reporting

RESPONSIBILITY

City Auditor
and Comptroller

1. Publishes a Quarterly (3 accounting periods) Expense Report for each City budget unit incurring expenses in object accounts for Meals with Individuals (Non-City Employees), Meals with Individuals (City Employees), Commission/Committee Meetings, Civic/Professional Meetings and Promotion/Recognition (Non-City Employees) and distributes to respective department directors. In addition, reports for the managerial departments will go to the City Manager. Each Council office will receive all Council office reports as well as non-managerial department reports.

Department Directors

1. Responsible for reviewing such quarterly reports for discrepancies, excessive use, etc.

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Forms/Reports Involved

Request for Direct Payment, Form AC-468
Meetings and Promotional Expense Report, Form AC-1516
Quarterly Expense Report

Subject Index

Meal Expense, policy and procedure
Entertainment Expense, policy and procedure

Administering Department

City Manager
City Auditor and Comptroller

In-Town Meal Reimbursement Guidelines

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

REVIEW

(Excludes sales tax and a maximum 15% gratuity which are also reimbursable)

The City of San Diego
Office of City Auditor and Comptroller

Object Account Number	Explanation of Charges to Object Accounts
3110	<p>District Mailings:</p> <p>All costs applicable to district mailings including design, printing, postage, mail preparation, etc.</p>
4449	<p>One Day Trips less than 200 Miles One Way and less than \$150</p> <p>Costs for trips outside of San Diego County or Baja Norte, but less than 200 miles one way and less than \$150 (excluding registration). Trip may include conferences, conventions, meetings in connection with City business, formal training programs, seminars, etc. (Does not include trips that involve overnight lodging; see object accounts 4458 and 4459.) Costs to include registration, tuition, training materials, transportation (air, train, bus fares), meals, parking, etc. Does not include mileage reimbursements made on monthly transportation allowance or pool vehicle/equipment rental charges. Travel Request and Expense Report (Form FM-1312) not required for trips covered by this object account. (Refer to Administrative Regulation 90.30)</p>
*4451	<p>Meals with Individuals (Non-City Employees):</p> <p>Meal and parking expenses incurred by individual City employees while meeting with non-City employees to discuss official City business. Non-City employees to include representatives of City related entities such as CCDC, Housing Commission, Stadium and Planetarium Authorities, etc. (See accounts: Commission/Committee Meetings 4453, Civic/Professional Meetings 4454, Promotion/Recognition 4455, and Interviewer/Interviewee Travel (Non-City Employees) 4457. Refer to Administrative Regulation 95.40.)</p>
*4452	<p>Meals with Individuals (City Employees):</p> <p>Meal and parking expenses incurred by individual City employees while meeting with other City employees to discuss official City business, interdepartmental or intradepartmental. (Appointing authority approval is required as well as written explanation as to why the meeting was scheduled to include a meal. Refer to Administrative Regulation 95.40.)</p>

*Meetings and Promotional Expense Report required.

Object
Account
Number

Explanation of Charges to Object Accounts

- *4453 Commission/Committee Meetings:

Expenses incurred while holding various commission/committee meetings such as Planning Commission, Civil Service Commission, Retirement Board, Park and Recreation Advisory Board, etc. Costs to include meals, refreshments and supplies. (Refer to Administrative Regulation 95.40.)
- *4454 Civic/Professional Meetings:

Expenses incurred while attending service and professional organization meetings/luncheons as a representative of the City and for the benefit of the City. Costs to include parking fees. (Refer to Administrative Regulation 95.40.)
- *4455 Promotion/Recognition (Non-City Employees):

Expenses incurred for gifts to others in recognition or appreciation of public service and for promoting the City, including gifts to visiting dignitaries, community volunteers, etc. Costs to include frames, plaques, and meals with visiting dignitaries. Also includes expenses incurred for such civic events as groundbreaking ceremonies, trolley extension ceremonies, police station openings, etc. Costs to include food, refreshments, and festivity supplies. (Refer to Administrative Regulation 95.40.)
- 4456 Promotion/Recognition (City Employees):

Expenses incurred for safety award dinners, banquets, receptions. Costs to include room rentals, meals, refreshments, video aids, etc. (Refer to Administrative Regulation 95.40.)
- 4457 Interviewer/Interviewee Travel (Non-City Employees):

To include travel for oral review board interviewers or candidates for City employment. Travel costs to include transportation, lodging, meals, etc.

*Meetings and Promotional Expense Report required.

00456

**Object
Account
Number**

Explanation of Charges to Object Accounts

****4458** Travel - Other than Training:

Costs for travel outside of San Diego County or Baja Norte to attend meetings, conferences, conventions and other trips in connection with City business, excluding trips eligible under account 4449 "One Day Trips less than 200 Miles" or account 4459 "Travel - Training": (Account 4449 may not be used for any trip involving overnight lodging.) Costs include registration, transportation, lodging, meals, etc. (Refer to Council Policy 000-8 and Administrative Regulation 90.30.)

****4459** Travel - Training:

Costs for travel outside of San Diego County or Baja Norte to attend formal training programs, courses, and seminars held outside of San Diego County, excluding trips eligible under account 4449 "One Day Trips less than 200 Miles" or account 4458 "Travel - Other than Training". (Account 4449 may not be used for any trip involving overnight lodging.) Costs include registration, transportation, tuition, training materials, lodging, meals, etc. (Refer to Council Policy 000-8 and Administrative Regulation 90.30.)

4460 Training - In Town:

Costs of departmental retreats and training sessions held in San Diego County or Baja Norte including room rentals, refreshments, video aids, etc. Also includes registration, tuition and other fees of formal training programs, courses, and seminars held in San Diego County or Baja Norte. (Refer to Administrative Regulation 95.40.)

****Travel Request and Expense Report (FM-1312) required.**

00157

Passed and adopted by the Council of The City of San Diego on **DEC 15 1986**,
by the following vote:

Council Members	Yeas	Nays	Not Present	Ineligible
Abbe Wolfsheimer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bill Cleator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gloria McColl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
William Jones	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ed Struiksma	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mike Gotch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judy McCarty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Celia Ballesteros	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Maureen O'Connor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AUTHENTICATED BY:

MAUREEN O'CONNOR
Mayor of The City of San Diego, California.

(Seal)

CHARLES G. ABDELNOUR
City Clerk of The City of San Diego, California.

By *Ellen Roward*, Deputy.

Office of the City Clerk, San Diego, California

Resolution **R 267294** **DEC 15 1986**
Number Adopted