

COUNCIL POLICY

SUBJECT: "IN-TOWN REIMBURSABLE EXPENSE" AND "OUT-OF-TOWN TRAVEL PROCEDURES."
POLICY NO.: 000-27
EFFECTIVE DATE: December 15, 1986

BACKGROUND:

The City Council has become concerned about and deliberated on the matter of policies governing reimbursement of in-town expenditures and procedures and accountability for out-of-town travel. In connection therewith, it has been deemed appropriate to establish a policy providing guidance in those areas to all elected officials of The City of San Diego, their appointed staff personnel, and members of City boards, commissions and committees.

PURPOSE:

It is the intention of the City Council to establish a policy of uniform guidance and procedures for all elected officials of The City of San Diego, their appointed staff personnel, and members of City boards, commissions and committees, as it relates to:

1. Payment of "in-town" reimbursable expenses incurred by the above specified City officials and employees while conducting official City business in The City of San Diego area.
2. Regulating out-of-town travel by the above-described City officials and employees while on City business.

POLICY:

The policy of the City Council and The City of San Diego in regard to:

1. Payment of "in-town" reimbursable expenses incurred by elected City officials, their appointed staff personnel and members of City boards, commissions and committees while conducting official City business in The City of San Diego area; and
2. Regulating out-of-town travel by all elected City officials, their appointed staff personnel, or by members of City boards, commissions and committees while on City business

shall be as set forth in Administrative Regulations 90.30, entitled "Out-of-Town Travel Procedures" and 95.40, entitled "In-Town Reimbursable Expense." The terms and provisions of Administrative Regulations 90.30 and 95.40, dated December 15, 1986, are fully incorporated in this Council Policy. Any future amendments or changes to the cited administrative regulations which affects the purpose and intent of this Policy may be incorporated in this Council Policy only upon separate and official action of the City Council.

HISTORY:

Adopted by Resolution R-264968 02/03/1986
Amended by Resolution R-267294 12/15/1986