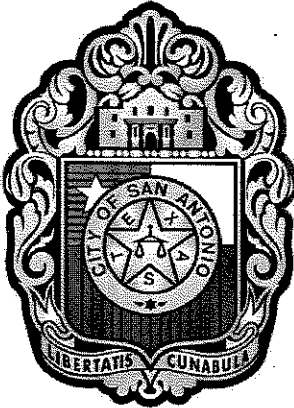


CITY OF SAN ANTONIO



Administrative Directive	AD 8.31 Travel
Procedural Guidelines	Guidelines to ensure consistent processing and payment of travel related amounts
Department/Division	Finance, Accounting Division
Effective Date	January 31, 2011
Project Manager	Juanita Carabajal, Disbursements & Receivable Administrator Kay Grant, Accounts Payable Manager

Purpose

This Administrative Directive establishes uniform procedures for the processing of requests for travel authorization, advances and reimbursements, identifies travel expenses eligible for payment and establishes proper accounting for all travel-related expenses for the City of San Antonio (City).

Policy

The City of San Antonio will cover reasonable and necessary travel expenses incurred for authorized City business. Application of this policy will ensure clear and consistent understanding of the rules by which travel reimbursements will be provided, thereby providing the best service and expedient reimbursement for travels, ensure reimbursements are fair and equitable to both the City and the traveler and ensure compliance with federal regulations. Any person traveling on City business is expected to exercise the same care when incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Travelers will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience.

The Administrative Directive covers all travel for City employees on official City business. All non-employee persons traveling on City business, including pre-employment activities, and seeking reimbursement from the City, should follow the same principles with respect to prior approval, prudence in expenses incurred, and full submission of documentation including travel documents and receipts as required by this directive.

Policy Applies To

<input checked="" type="checkbox"/> External & Internal Applicants	<input checked="" type="checkbox"/> Current Temporary Employees
<input checked="" type="checkbox"/> Current Full-Time Employees	<input checked="" type="checkbox"/> Current Volunteers
<input checked="" type="checkbox"/> Current Part-Time Employees	<input checked="" type="checkbox"/> Current Grant-Funded Employees
<input checked="" type="checkbox"/> Current Paid and Unpaid Interns	<input checked="" type="checkbox"/> Police and Fire Academy Trainees
<input checked="" type="checkbox"/> Uniformed Employees Under Collective Bargaining Agreements	<input checked="" type="checkbox"/> Non-employees

Definitions	
Actual and Reasonable Expenses	The specific, itemized expenses incurred, based on original receipts up to the amount determined by the department head to be justifiable under the circumstances.
Classified Employee	An employee occupying a position in the classified service.
Detailed Original Receipt	The complete itemized or detailed receipt.
Official Travel Time	For computing per diem allowances, official travel starts at the time the traveler leaves their home, office, or other point of departure and ends when traveler returns to their home, office or other point of the trip's conclusion.
Open item	An uncleared document in the SAP system. An open item on an employee account may represent an unpaid amount due to the employee or an amount owed by the employee to the City after the reconciliation of the trip. It may also refer to an employee advance which has not been documented and settled by submission of final travel documents and receipts.
Per Diem	The dollar amount allowable for meals and incidental expenses. Examples of incidental expenses would be personal items, snacks and meal tips.
SAP System	The Enterprise software system used by the City of San Antonio for the processing of all financial transactions
TRIP	Transactional code in SAP utilized to enter travel authorizations and reimbursements for payment to employee.
Unclassified Employee	An employee occupying a position in the unclassified service.
Policy Guidelines	
<u>Designated Travel Programs</u>	<p>To reduce travel-related expenditures and improve tracking and reporting, COSA has contracted with a travel services provider(s), and engaged in exclusive travel programs. As directed by the City Manager's Office use of such a travel program for all offered and included services is mandatory for reimbursements under this Administrative Directive. {Attachment A}</p> <ol style="list-style-type: none"> Such programs will be designed to access government rate programs (State and Federal) and will assist the traveler to select the lowest rates available. Travelers who fail to use the City directed program may not be reimbursed for travel expenditures. Any exception for non-use of the program requires the written approval of the City Manager, or designee. Approval should be submitted with all travel authorization and reimbursement request forms. Specifics of any program presented will include guidelines for and direction for any emergency or immediate travel.

Eligible Expenses

When all considerations are equal, travelers should choose the lowest rates (i.e., governmental, corporate or other) available at that time, regardless of personal preferences for suppliers.

1. Expenses of a traveler's family or other traveling companion are not eligible for payment without prior approval by the City Manager or designee.
2. The City Manager, or designee, may authorize or approve exceptions to these rules where such exceptions benefit the City.
3. Intercity transportation expenses should not exceed the lowest practical, available cost of competing airfare. Traveler may use any suitable means of transportation (in terms of traveling time), but payment of transportation costs will be based on the most economical mode of transportation and not on personal preferences (i.e. mileage for personal car versus airfare).

**Eligible Expenses –
Intercity
Transportation**

Air Travel:

1. Travelers must consider all expenses to be incurred when comparing airfares including add-in costs such as baggage fees, fuel surcharge, etc. to meet the lowest cost requirement.
2. Travelers should make every effort to book travel as soon as possible when travel authorization has been given to obtain the best fares.
3. Optional and additional costs for "premium" seats or other 'upgrades' (exit row or aisle seats, early check-in programs, etc.) are not reimbursable.
4. City will be responsible for mandatory surcharges added to the base ticket price such as fuel surcharges, airport fees, and taxes.
5. Travelers may consider duration of travel time including layover time, and cost of direct versus indirect flights when choosing the best airfare. Selection of a higher cost flight should be documented as to why this is best arrangement and authorized prior to booking the flight.
6. Generally, flights departing or arriving within 2 hours of requested time with the lowest cost should be accepted. For international travel, within 4 hours.
7. Generally, when comparing trips for total travel time, the lower cost should be accepted if total hours is less than 2 hours for domestic travel, 6 hours for international travel.
8. First class airfare will be considered eligible only when no acceptable alternative exists, or may be considered as a reasonable accommodation for persons with a physical disability when travel plans would be impeded by coach travel. Such expenses must receive prior approval from the City Manager's Office.
9. Cancellation fees and re-booking fees are eligible for reimbursement when the change in arrangements was required by and benefits the City. Re-booking fees incurred for the convenience of the traveler may not be reimbursable, and would require the specific approval of the department head.
10. Baggage fees & guidelines:
 - a) If Airline charges for each checked piece of baggage:
 - City will not reimburse any baggage fees for trip of 1 night or less.
 - City will reimburse for first bag only for trips of 2 to 7 nights.
 - City will reimburse reasonable expense for a second bag only when the authorized trip is 8 nights or more.
 - b) If checked baggage charges include no charge for first piece and additional charges start begin with second piece of baggage:
 - City will reimburse reasonable expense for a second bag only when the authorized trip is 8 nights or more
 - c) City does not reimburse for any overweight fee.
 - d) Reimbursement for baggage fees requires an itemized receipt to include traveler name, date, and amount from the carrier.

Eligible Expenses –
Intercity
Transportation
(Continued)

- e) Additional baggage fees incurred for transportation of materials to / from a conference which are related to City business and is within the responsibility of the traveler to transport may be allowed with approval of the Department Director and should be included in the travel authorization estimate as a miscellaneous expense.
- Travelers should plan ahead and use alternate delivery and shipping arrangements when available and compare the costs of shipping versus checked baggage.
 - Travelers are reminded that baggage fees are not included in the price of the ticket and the traveler must most often pay these fees at time of checking the baggage with the airline. Estimated costs should be included in travel authorization amount and included in amount of advance funds (where advances are authorized).

11. Frequent traveler benefits (i.e. frequent flyer miles) earned by City employees or other travelers who earned such benefits incident to official City travel may retain those benefits for personal use. Any cost associated with membership in such programs is at the sole cost of the traveler.

Personal Vehicles:

Reminder: Travelers may not request or receive mileage reimbursement without full compliance to all requirements of AD 5.12 and other applicable Administrative Directives and City policy regarding operation of vehicles while on City business.

1. If a traveler uses his or her own personal vehicle on a business trip, reimbursement will be at the federal government mileage rate in effect at the time of travel.
2. The City reimburses for actual mileage using the most direct route. Adequate records must be maintained to document mileage claimed. To ensure compliance to required documentation, submission of the Personal Vehicle Mileage Record form **{Attachment B}** is required for reimbursement.
3. *The cost of parking a vehicle when necessary to conduct City business may be itemized on the mileage form (attach receipts required).*
4. Reimbursable travel mileage for a given day may not include the mileage required for commuting between home and office or place of assignment. Miles traveled in excess of the normal daily commute may be submitted. Mileage to and from a travel destination which is less miles than the individual's normal daily commute are not reimbursable.
5. If a City vehicle is available and provided for travel to/from the destination for an individual traveler or group of travelers, an employee may not choose to drive a personal vehicle and then submit mileage without prior approval from department head.

Car Allowance:

Persons who receive car allowance are not eligible for any mileage reimbursement through the Travel Administrative Directive.

1. The stipend paid under the Car Allowance program is intended to cover all costs incurred in the use of personal vehicles in the performance of official city business.
2. Any person receiving car allowance and seeking to receive additional funds for mileage reimbursement must follow the exception process defined for the Car Allowance program by completion of the Exception Request Form in advance of the event and must contain all required approvals prior to submission to the Director of the Department of Human Resources.
3. This exception policy is as directed by the Department of Human Resources and the City Manager's Office. Please refer to Administrative Directive 5.11 Executive Car Allowance for additional details.

**Eligible Expenses –
Intercity
Transportation
(Continued)**

Local transportation costs

1. Costs are generally limited to transfers between the airport and trip destination and between meeting sites and places on trip itinerary. The chosen mode of ground transportation will be the most economical and practical of those available (shuttles, cab, bus, train, rental car, etc).
2. Travelers should use complimentary shuttle service to and from the airport and to and from the conference meeting sites if provided by the hotel or conference.

Rental Car Requirements

Reminder: Use of a rental vehicle in the course and scope of performing job functions has the same requirements as if a City vehicle is being driven. No reimbursement will be approved or processed without verification of eligibility under those criteria as established in applicable Administrative Directives and City policy.

1. Rental car expense must receive prior approval from the department head and will only be authorized when it is more practical and/ or less expensive than the use of taxi cabs or other public transportation.
2. Request for a rental car should be presented in writing, with sufficient justification for the expenditure, and submitted with the Travel Authorization form.
3. Fees associated with parking a rented vehicle should be included in cost evaluation and are eligible for reimbursement.
4. Car rental insurance, including collision damage waivers, should not be included or accepted in the rental agreement because the City is self-insured. Such fees are not reimbursable.
5. Taxi cab and other local transportation expenses will not be reimbursed if a traveler has an approved rental vehicle.

**Eligible Expenses –
Lodging**

Lodging

1. Costs will be based on the actual costs of lodging, including taxes, and should not exceed the single -occupancy rate, or where the traveler is attending a conference, the conference site rate.
 - a) Always check the designated travel program rate for the hotel before booking through registration. The government rates may be lower than the conference rate.
 - b) Where conference site is not available, traveler should choose the lowest price available for comparable lodging.
 - c) Federal Government's General Services Administration also lists the allowed cost of lodging for federal employees. While the City does not limit reimbursement to this rate, it is a helpful guideline for determining a reasonable cost of lodging when choices are limited.
 - d) Hotel taxes should be paid. The State of Texas does not exempt city government employees from payment of hotel occupancy taxes.
2. Where two or more travelers occupy the same room, arrangements should be made to obtain separate itemized bills and original receipts or an adequate accounting of the bill should be paid for by and receipts kept by a designated traveler.
3. Lodging reimbursement is restricted for travel within 200 miles (round trip) of the employees' assigned work location. Specific, written approval from the department head is required prior to the start of trip and must be included with the Travel Authorization form.
 - a) Employee is responsible to gain written approval.
 - b) Decision to allow lodging should be related to an itinerary event, a reasonable accommodation, or be of value to the City.

**Eligible Expenses –
Meals**

Meals

1. The cost of meals, snacks, and other incidental expenses, including taxes and tips, will be reimbursed at the per diem rate authorized for the destination city.
2. The authorized per diem allowances shall be the rates set annually by the Federal Government's General Services Administration for different areas of the Country. Foreign per diem rates shall be the rate set annually, and updated monthly, by the Federal Government's State Department.
3. Domestic and foreign per diem are reviewed and updates to the tables defined in the travel system (TRIP in the SAP system) for reimbursement purposes are provided by the Finance Department on a monthly basis.
4. To assist in determining the per diem rates for cities not listed, a traveler can use the per diem figures identified for the city closest to their intended destination.
5. When circumstances cause meal and incidentals expenses in excess of the daily per diem rate, detailed original receipts for all expenses are required for review and approval by the City Manager or designee or department head.

**Eligible Expenses –
Other expenses**

Registration fees

1. Fees for conventions, conferences, and seminars will be considered eligible for reimbursement.
2. When possible, registration should be made as far in advance as needed to take advantage of advance purchase discounts.
3. All fees pre-paid on behalf of the traveler by the City should be included in the employee's Travel Authorization and Travel and Miscellaneous Expense Report forms as pre-paid to reflect the total amount of the travel in the SAP system.

Other incidental expenses

1. Other miscellaneous expenses eligible for reimbursement with receipts include tolls, parking charges, cab fares, and business related telephone calls, faxes and copying.
2. Reasonable laundry and dry cleaning costs, where absence from the San Antonio area extends over a period of seven or more consecutive days, are covered.
3. Hotel charges for personal telephone calls, not to exceed \$10 per day, will be allowed for reimbursement. Any traveler with a City issued cell phone, or cell phone allowance is excluded and may not submit for reimbursements for any phone calls.
4. Reasonable gratuity expenses shall be reimbursed. Reasonable gratuity varies by service performed and by City but is generally 10-18% of the expense. Tips should be detailed on the corresponding receipt.
5. Parking a personal vehicle at the airport while on City business, if necessary should be pre-approved on the Travel Authorization form. Re-imbusement should not exceed the posted rate for Long-Term parking lots at the Airport.
6. Fees incurred for internet access required for conducting City business while traveling must be submitted on the Travel Authorization form and approved at the discretion of the department head. **Note:** If need for internet access is known, travelers are encouraged to check the cost of service prior to booking the hotel and consider the additional cost while comparing the lowest cost available.

<p><u>Ineligible Expenses</u></p>	<p>The following list is provided as examples, but not inclusive of, expenditures which may be incurred while traveling on official City business, but which will not be reimbursed:</p> <ol style="list-style-type: none"> 1. Flight or trip insurance, collision damage waivers, personal telephone calls (exception noted above), laundry/ dry cleaning if travel is less than seven days, personal entertainment (includes alcohol), fitness center usage charges, and personal services in general. 2. Personal calls on the traveler's personal cell phone for which the traveler does not incur any additional expense above the base monthly rate are not reimbursable. 3. Other miscellaneous items requested should be forwarded to the Accounting Division of the Finance Department for consideration. 4. Travelers may not use free travel and then claim the value of that travel on Travel and Miscellaneous Expense Report. 5. Any expense incurred which should have been arranged through any City travel program or designated travel agency. 6. Other items as mentioned in this Administrative Directive as not eligible.
<p><u>Exceptions</u></p>	<p>While it is expected that all City employees and officials adhere to the practices outlined in this Administrative Directive, it is recognized that, at times, expenses not specifically listed in this Administrative Directive may be incurred for the promotion of the City's interests and may be considered for reimbursement.</p> <ol style="list-style-type: none"> 1. Exception requests should be fully documented in accordance with this directive and in accordance with additional travel provisions outlined by their departments. 2. Review and consideration of unusual expenses should be reasonable, and approval of such expenses should be granted only when there is a clear benefit to the City. 3. Although this Administrative Directive is intended to be comprehensive, circumstances may arise which are not specifically addressed by this Administrative Directive. In such circumstances, review and approval of associated travel and expenses shall be made by the City Manager or designee, or department head.
<p><u>Authorizations</u></p>	<ol style="list-style-type: none"> 1. Travel authorizations and advances should be approved by the department head or their designated representative in accordance with the provisions of this Administrative Directive. <ol style="list-style-type: none"> a) Group travel, more than 3 persons on the same trip, must receive prior approval by the City Manager or designee. b) Travel authorizations for the executive team is the City Manager, or designee c) Travel authorizations for members of the City Council must first be approved by City Council. 2. The City Manager, or designee, may at any time restrict travel and/or direct additional approvals as necessary to be obtained prior to any travel being authorized. If so directed, that stated policy and process for travel and travel authorization remains in effect and supersedes any approvals listed in this Administrative Directive during the given time period. 3. The traveler shall complete the "Travel Authorization" form {Attachment C}, read and sign the Travel Request Acknowledgement section, and forward to the department head for approval prior to the start date of the itinerary. <ol style="list-style-type: none"> a) All anticipated expenses associated to the trip should be included in the Travel Authorization form including all items that may be paid, other than by the traveler, such as registration or conference fees, airline tickets, etc.

Authorizations
(Cont'd)

- b) Conferences, conventions, training classes and other meetings may require inclusion of a formal brochure including dates, costs and other materials to document itinerary details and anticipated expenses.
- 4. The department head (or City Manager or designee in cases of executive team travel) will review the Travel Authorization form for the reasonableness of the anticipated expenditures and for comparison with budgeted travel expense allocations and will indicate total or partial approval or disapproval of request on the Travel Authorization form.
- 5. After approval, the Travel Authorization form should be forwarded to the department's designated Travel Coordinator for processing in the SAP travel module.
- 6. Any emergency trip that is taken without a prepared and signed Travel Authorization form must be approved verbally in advance either by the City Manager or their designated representative or the respective department head.
 - a) While on an authorized trip, if the traveler encounters unanticipated expenses which will exceed the total authorized for the trip, the traveler should contact their supervisor or manager immediately to report the item and gain verbal approval for the expenditure.
 - b) Each Department should set their own guidelines regarding dollar amounts and required reporting methods and timelines for this type of occurrence.
- 7. Expenses paid by an outside entity should not be entered in the City's accounting system. Authorization forms in addition to the disclosure forms required under City policy should be completed and retained at the department level {refer to the City's Ethics Code}.

Advances

- 1. Except in cases involving international travel, the Executive Team including the City Manager, Deputy City Managers, Assistant City Managers, Assistants to the City Manager, Departmental Directors and Assistant Directors, are not eligible to receive travel advances unless approved by the City Manager's Office.
- 2. No travel advance will be provided for less than \$100.
- 3. Authorization for the trip should be requested as soon as the travel is known; however, advances should be requested just prior to the trip start date:
 - a) Multiple advances can be given for the same trip itinerary if necessary to achieve maximum savings on other authorized trip expenses.
 - b) Per Diem should never be computed in advance amounts being issued more than 3 weeks prior to the start of the trip itinerary.
- 4. If a travel advance is requested, the approved Travel Authorization form should be submitted to the Travel Coordinator and subsequently entered and approved in the SAP travel module by Tuesday of a given week in order to receive payment by Friday of the same week.
- 5. Occasionally, situations may arise where a request for a travel advance can not be made within the established time frame. In those occasions, the department head must approve or disapprove such requests. If approved, the department must coordinate with the Accounting Division of the Finance Department to request an exception. Processing of a travel advance payment under these circumstances is at the discretion of the Finance Department.
- 6. If a travel advance is obtained and the trip is not taken, the advance must be repaid within five (5) working days of the trip date. If the trip is postponed, the advance must be repaid and a new advance obtained against a new Travel Authorization form.
 - a) The Travel Coordinator is responsible to process the repayment accordingly and to cancel the trip record in the SAP system.
 - b) The traveler is responsible to obtain and retain a receipt for monies returned to the City.

Payments

1. All travelers are responsible for safeguarding of all monies issued against theft and other acts of negligence. When large cash advances are requested due to length of trip, travelers should be encouraged to convert cash to traveler checks, pre-paid credit or debit cards, or similar monetary instruments. Lost funds may be the responsibility of the traveler and may not be replaced by the City.
2. Payments to Employees are generated through the SAP system weekly. Items entered and approved by Tuesday are processed and payment rendered by Friday
3. When implemented and available, all employee payments for all forms of travel reimbursement will be made by direct deposit to the bank account and information held in the Employee's payroll file. Employees requesting an exemption from this process will require the approval of their home department Director and the CFO

Expense reporting

1. **Within ten business days** after a traveler's return from an authorized trip, the traveler is responsible to complete and submit the following to the department Travel Coordinator. Failure to meet this requirement may result in the delay of reimbursement to the traveler or in clearing of the advance.
 - a) A copy of the original approved Travel Authorization form
 - b) Travel and Miscellaneous Expense Report form **{Attachment D}** completed and signed
 - c) Personal Vehicle Mileage Record (optional, if applicable)
 - d) Original receipts for the following expense items must be retained and attached to the Travel and Miscellaneous Expense Report form:
 - Commercial Transportation including original copy of airline passenger ticket or electronic ticket and boarding pass or other proof of travel.
 - Any additional fees by airline or airport paid by employee must have a receipt for reimbursement. i.e. Baggage fees as allowed and defined above.
 - Lodging – Itemized statement showing detailed description of each charge
 - Conference (or other required event) Registration receipt of payment
 - Rental Car (with prior approval) and associated costs such as parking, fuel
 - All unusual expenses as defined previously
 - All incidental expenses as defined previously
2. **In the absence of lost, forgotten or otherwise unavailable receipts, a traveler may prepare a written statement of expenses.**
 - a) Correspondence must provide as much detail as possible to document the expenses including date, place of purchase, type of purchase, dollar amount, reason for no receipt.
 - b) Department head review and approval is required on the written statement.
 - c) The statement is then included with Travel and Miscellaneous Expense Report form in lieu of the required receipt.
3. The department head or designee will review the Travel and Miscellaneous Expense Report form for eligibility of expenses and then forward it to the department Travel Coordinator for processing.
4. The Travel Coordinator will review these documents for completeness and accuracy, verify the amounts either due the traveler or due to the City, note this on the Travel and Miscellaneous Expense Report forms and enter the information against the approved trip in the SAP system.
 - a) When the travel advance exceeds the amount of approved and eligible expenses, the employee will pay the amount owed (check or money order) within ten days of completion of the trip.
 - b) If the approved expenses exceed the advance given, the difference is paid to the traveler at the next available travel payment run.

**Expense reporting
(Continued)**

5. Travel advances not cleared in a reasonable period of time may be treated as wages and subject to income tax withholding as well as withholding of social security, and Medicare. A reasonable period of time is defined by the Internal Revenue Service, and by this Administrative Directive, as 60 days from the time an advance is issued.
 - a) Once reported to the Internal Revenue, no corrections can be made on the traveler's behalf.
 - b) Any reimbursement due from the traveler to the City for excess advances (if applicable) would still be required.
6. Additionally, travel advances not cleared in a reasonable period of time may result in an employee not being allowed further travel advances. Exemptions for further travel must be authorized by the department head. Restrictions from future travel advances may be enforced as permanent by the Finance Department if the traveler repeatedly fails to submit receipts and other required documents in accordance with this Administrative Directive.

**Calculation of
Per Diem**

Meal expenses incurred by travelers while on official City business are reimbursed on a per diem basis.

1. Official travel time starts at the time the traveler leaves their home, office, or other point of departure and ends at time the traveler returns to their home, office, or other point of return
2. Travelers are eligible for a per diem allowance while on approved, official business when the official travel status is for more than 12 hours.
3. Employees choosing to extend travel time prior to or at the end of official travel for personal convenience will not be considered on travel status for that time. Travel status would be calculated as if the travel had begun and ended had the traveler not extended the travel.
4. Where meals are provided at no cost to the traveling employee (i.e., paid by someone else, included as part of a conference or other event where attendance is required, hosted, etc.), the per diem allowance for meals should be reduced by 1/3 for each meal (34% for the dinner meal) provided at no cost to the employee. A continental breakfast will not be considered a meal for this purpose of discounting per diem.
5. On the day of departure and day of return, the per diem amount will be pro-rated according to the table below:

Beginning of " Official Travel Time" Date of Departure		Ending of "Official Travel Time" Date of return	
Prior to 11:00 am	100% per diem	Prior to 11:00 am	33% per diem
11:01 am- 5:00 pm	67% per diem	11:01 am- 5:00 pm	66% per diem
After 5:00 pm	34% per diem	After 5:00 pm	100% per diem

6. Absent the discounting and pro-rating of per diem (as provided in items 4 and 5 above), the per diem should not be reduced by the department for the sole purpose of reducing travel costs.

**Non-Employee
Re-imbursements**

1. Approval by the responsible City department, City Manager's office, or City Council is required prior to the expected travel date. Travelers should use the Travel Authorization form to document the anticipated expenditures.
 - a) Other document requirements such as conference brochure, itineraries, or agendas are still required for approval.
 - b) The department may accept an electronic version of the travel forms from the individual if time sensitive; but approval signature requirements and record retention remain the same.
 - c) Travelers must also comply with any additional reports, forms, and any additional limitations on expenditures as dictated by the terms of a grant funding the travel, the rules and policies of the associated board, or the rules of any other entity that affects or monitors the board's activity.
 - d) The City department which approves the travel expenditure is responsible to supply the traveler with a copy of the signed approval document, information regarding receipt requirements, all procedures and guidelines for expenditures and forms required as per this Administrative Directive before travel begins. A copy of this Administrative Directive should be made available.
2. Upon completion of the travel, the traveler should complete the Travel and Miscellaneous Expense Report form and attach all original receipts as required by this Administrative Directive and submit to the approving department.
 - Completion of a Vendor Creation Master Data Form and associated required W-9 form may be required if the traveler is not currently in the SAP Master data.
3. Non-City employees are not eligible for Advances on travel.
4. Department Travel Coordinator should review all reports and receipts as to compliance to this Administrative Directive and process the travel reimbursement through the SAP system as a non-PO payment.
 - a) If the Travel Coordinator does not have this SAP role, the documents should be entered by an approved non-PO processor.
 - b) Record retention as required for all non-PO documents should be followed.
 - c) Reimbursements for travel expenses require additional field entries in SAP. It is recommended that the Travel and Miscellaneous Expense Report forms and receipts be scanned and attached to the non-PO document in SAP, allowing Accounts Payable review of all documentation for any needed corrective actions.
5. Any payment made that is not supported with approvals, forms and receipts as required by this Administrative Directive may be considered by the IRS as payment under a non-accountable plan and may require reporting to the IRS as reportable income on a 1099 Misc form.
6. Travel reimbursements for expenditures incurred for pre-employment activities including travel costs, lodging, mileage, etc. are approved by either the hiring department or by the Human Resources Department of the City as appropriate for the position.
 - a) Department head or Human Resources approval is required and should be documented.
 - b) Reimbursement may be limited to transportation costs and should be clearly communicated with the individual prior to travel. Meals, local transportation, lodging, incidental expenses are at the discretion of the approving department, and if approved, spending limits and receipt requirements should be clearly communicated to the individual and appropriately documented prior to the travel.
 - c) Individuals requesting reimbursements are held liable to submit a formal request including signatures and original receipts for each item same as defined in this Administrative Directive to include but not limited to electronic tickets and boarding passes, meal receipts, and hotel detailed billing.
7. The Travel Authorization form and the Travel and Miscellaneous Expense Report form available for employee use should be utilized for non-employee submission whenever practical.

Roles & Responsibilities

<p><u>The Finance Department</u></p>	<ol style="list-style-type: none"> 1. The Finance Department is the authority and owner of the travel reimbursement process and responsible to update this Administrative Directive and/or attachments and addendums when required. 2. Responsible to review and approve all SAP role requests for Travel Coordinators and Travel Approvers. 3. Prepare payments for and ensure proper accounting of all approved and eligible travel-related expenditures. 4. Report to the City Manager's Office on a monthly basis any travel reconciliation/receipts that have not been submitted to Finance within significant prescribed time frames established by this Administrative Directive. 5. Conduct compliance reviews. 6. Prepare and request updates to SAP Travel Module tables for per diem changes and mileage rate changes for correct calculations. 7. Provide support to department Travel Coordinators and Travel Approvers.
<p><u>SAP Production Support (ITSD)</u></p>	<ol style="list-style-type: none"> 1. Setup security access for Travel Coordinators and Travel Approvers upon completion of Travel Management training class. 2. Provide Technical Support to Travel Coordinators and Travel Approvers 3. Update SAP per diem and mileage rate tables as submitted and directed by the Finance Department.
<p><u>Departments/ Department Directors</u></p>	<ol style="list-style-type: none"> 1. Assign appropriate staff to duties of departmental Travel Coordinator and travel Approver, including individuals for backup of both roles as appropriate and as required. 2. Ensure Travel Coordinator and Travel Approvers and backups are formally and properly trained in the SAP TRIP transaction, in all processes relevant to the department's travel needs, and with all policies in this Administrative Directive. 3. Make every effort to anticipate travel expenses so that such expenses will be accurately budgeted. 4. Be expected to ensure that travel expenses do not overrun travel appropriations through the course of the fiscal year by reviewing the reasonableness of anticipated expenditures and the financial feasibility of the trip. 5. Review all requests for travel authorization. Such review shall include a determination whether travel is necessary and a determination of the reasonableness of those expenses for payment by the City; 6. Ensure that the selection and acquisition of related arrangements (transportation, accommodation, advances, etc) are consistent with the provision of this directive. 7. Pre-authorize travel according to the provisions of this Administrative Directive and verify and approve travel expense claims on the designated forms before reimbursement. 8. Provide all employees and new employees this Administrative Directive and other department specific directives which address travel. 9. Enforce deadlines for timely submission from traveler; prompt processing by Travel Coordinator and approvers, as per all timelines given in this directive. Ensure all travel advances are reviewed and cleared promptly. 10. Coordinate with the departmental assigned Human Resource Specialist and Human Resource Generalist to ensure all employees separating from City employment or transferring to another City department are checked for any outstanding travel advance or other open item due to the City.

Travel Coordinator

1. Attendance at Formal SAP training class for Travel Management is mandatory prior to SAP role being granted.
2. Review and comply with all items as directed in this Administrative Directive.
3. Make copy of Travel AD available for employees to review before traveling and obtain a signed acknowledgement form for receipt and agreement to this Administrative Directive.
4. Grant travel privileges for City employees in SAP System. Ensure the work location is entered and accurate and report any changes necessary to the department's Human Resources Specialist (HRS).
5. Obtain hard copy of Travel Authorization and Travel and Miscellaneous Expense Report signed and approved by Department head or designee before entering in SAP.
6. Verify 'pre-paid' expenses are properly recorded on the Travel Authorization form and entry into SAP.
7. Best practice would include verification of payment and document clearing in appropriate SAP or p-card transactions.
8. Make sure trips are entered and approved by Tuesday of each week for payment to be completed by Friday of each week. Notification of any variations to this schedule due to City holidays will be issued by Finance prior to the effected week and should be communicated appropriately to assigned department.
9. Use SAP system and transactions to review and monitor travel documents in process including use of transactions to view approved trips and compare to documents entered; check the vendor record for each employee to ensure document has posted correctly within the timeline given to ensure prompt payment.
10. Maintain original travel records and receipts for assigned departments per City's record retention policy.
11. Monitor all outstanding advances and open items for assigned department and make sure trips are closed out within 10 business days of when the traveler returns from trip.
12. If a trip is not taken, ensure the advance is repaid to the City within the designated five (5) working days, process the repayment from the employee for any advance funds issued, and cancel the trip record in the SAP system.
13. Ensure no additional advance is given if traveler currently has a past due, outstanding travel advance unless written approval has been given by the department head.
14. Respond to Finance/Audit inquires in a timely manner.
15. Inform traveler when money is owed back to the City from Trip and provide guidance on how to submit and clear debt. Deposit of funds to be made promptly and within guidelines of the Cash Handling AD 8.1.

Travel Approver

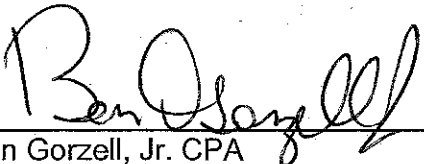
1. Attendance at Formal SAP training class for Travel Management is mandatory prior to SAP role being granted.
2. Review and comply with all items as directed in this Administrative Directive.
3. Review Travel Authorization and Travel and Miscellaneous Expense Report forms for errors.
4. Timely approval of entered trips using SAP to meet established timelines and ensure prompt payment to travelers.
5. Assist Travel Coordinator in monitoring all outstanding advances and open items for assigned department and make sure trips are closed out within 10 business days of when the traveler returns from trip.
6. Ensure no additional advance is approved if traveler currently has a past due, outstanding travel advance unless written approval has been given by the department head.
7. Respond to Finance/Audit inquires in a timely manner.

<u>Traveler</u>	<ol style="list-style-type: none"> 1. Be conservative in their expenditures while traveling on City business as if such costs were being paid by themselves. Reasonable records and original receipts of travel expenses need to be maintained. 2. Obtain prior authorization to travel by submission of the Travel Authorization form. Accurately list all categories of expenses anticipated to be incurred and sign the form as indicated after the Traveler Request Acknowledgement. 3. Traveler's signature on the Travel Authorization form attests to an understanding and agreement to amounts authorized for travel and the amount and purpose of any advance being requested. 4. Travelers should have full understanding of accountabilities upon completion of the authorized trip and steps to be taken should the trip be cancelled or postponed. 5. Submit fully completed travel expenses claims according to the provision of this Administrative Directive with necessary supporting documentation, including original receipts and explanations as required. <ol style="list-style-type: none"> a) Traveler may remove or redact personal information such as personal credit card numbers, mileage account numbers, home address, DOB, SSN or other information that is not pertinent to the expense receipt. b) Travelers are reminded that any receipt submitted to the City becomes a public document and subject to open record requests. 6. Be responsible for safeguarding of travel advances and funds provided. 7. Submit claims and clear any debt for travel advance if any, no later than ten business days after completion of travel. Any monies owed to the city must be paid in full within the ten business days. Any fund owed due to trip cancellation or postponement must be paid in full within 5 calendar days of notification. 8. The traveler is responsible to obtain and retain a receipt for monies returned to the City.
------------------------	---


Internal Controls	
<u>Automated system</u>	SAP System shall be used as the City's "System of Record" for all travel activities.
<u>Department Review and Reconciliation</u>	All travel activity should be recorded in a manner to permit the timely processing of payments. Review and reconciliation of open items should be performed on a monthly basis to ensure the accurate financial reporting of the City's financial activity.
<u>Fraud</u>	<ol style="list-style-type: none"> 1. An individual who suspects fraudulent activity shall contact their supervisor immediately. 2. Departmental controls shall include a practical means for employees to report instances where system controls are overridden that could be indicative of fraud.
<u>Other Guidelines</u>	<ol style="list-style-type: none"> 1. Senior fiscal staff shall monitor and assess, on at least an annual basis, any risk areas and adopt appropriate strategies to manage Accounts Payable functions and thereby minimize opportunities for noncompliance of any policies or laws referred to in Section 1 of this directive. 2. If there is suspicion regarding non-compliance with this Administrative Directive, management shall be informed for further review.

Attachments	
Designated Travel Agency announcement	Attachment A
Personal Vehicle Mileage Record Form	Attachment B – Also see COSA WebForms
Travel Authorization form	Attachment C – Also see COSA WebForms
Travel and Miscellaneous Expense Report Form	Attachment D – Also see COSA WebForms
Reference Materials	
Frequently Asked Questions	Attachment E

This directive supersedes and rescinds AD 2.3 Travel Authorization and Expenses and all previous correspondence on this subject. Information and/or clarification may be obtained by contacting the Finance Department 207-5734.




 Ben Gorzell, Jr. CPA
 Chief Financial Officer



 Date

Approved by:


 Sheryl Sculley
 City Manager



 Date

**CITY OF SAN ANTONIO
DESIGNATED TRAVEL PROGRAM
ANNOUNCEMENT**

- Effective immediately, all travel must be booked through two local travel agencies under contract with the City to provide discounted services for airline, hotel and rental car. The agencies are:

<p>Alamo Travel Group, LP 9000 Wurzbach Road San Antonio, Texas 78240</p> <p>210-593-0084</p> <p>www.alamotravel.com</p> <p>Full Service Agents by Phone</p>	<p>Corporate Travel Planners, Inc. 1919 N.W. Loop 410, Suite 200 San Antonio, Texas 78213</p> <p>210-524-3376</p> <p>www.ctptravelservices.com</p> <p>Online Booking Or Full Service Agents by Phone</p>
---	---

- These contracts accessed through the University of Texas and State Cooperative Program provide the City with national/international discounts, corporate rental car rates and State contract discounts to offer the best pricing available for travel.
- Both contracts include lower travel agency service fees.
- Monthly travel management reports will improve ability to monitor expenditures and compliance with the specified parameters of the travel policy.
- Quarterly agency reviews provide feedback to improve savings opportunities.
- Departments have been assigned to an agency listed above and the Travel Coordinators will be contacted to schedule training on the new process.



City of San Antonio Travel Authorization

Traveler Information

The following person is hereby authorized to proceed on official City business to the following named places and return to San Antonio on or about the dates indicated and to be reimbursed for the travel expenses incurred in the performance thereof from City funds in accordance with prescribed policies and procedures applied to the conditions of travel set forth herein and it is hereby certified that funds to cover the cost are available as cited.

*SAP Employee #: _____

SAP Trip #: _____
(For Accounting Use Only)

*First Name: _____ M.I.: _____ *Last Name: _____ Suffix: _____

*Department: Animal Care Services *Position/Job Classification: _____

Dates and Destination

*Destination or Itinerary - if more than one point, indicate "in order listed" or "any order":

*Purpose and Justification of Travel:

*Estimated Departure Date: _____ Time: _____ *Estimated Return Date: _____ Time: _____

Itemized Cost Estimate

Expenditure Category: _____ Estimated Cost: _____
*Transportation: Airfare Bus Rail Prepaid \$ _____
 POV-Total Miles Traveled: _____ @ \$0.51 per mile (Effective 01/01/11 \$0.51)
*Lodging: Double-occupancy rate for lodgings authorized Prepaid \$ _____

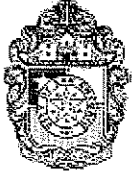
Per Diem rates: <http://www.gsa.gov/portal/category/21287>

Meals:	Date:	Date:	Date:	Date:	Date:	Date:	Totals:
Breakfast:	\$	\$	\$	\$	\$	\$	\$
Lunch:	\$	\$	\$	\$	\$	\$	\$
Dinner:	\$	\$	\$	\$	\$	\$	\$

Meals: (Total estimated amount) \$ 0.00
Registration / Tuition / Conference Fees: (attach copy of program, agenda, etc.) Prepaid Includes Meals \$ _____
Transportation at location: (taxi, bus, shuttle, parking, rental car) \$ _____
Other incidentals: (list) _____ \$ _____
Special expenses authorized or limitations imposed: (list) _____ \$ _____

Attach additional sheets if necessary.

Total Estimated Cost: \$ 0.00
Travel Advance Authorized: \$ _____



City of San Antonio Travel Authorization

Cost Center and/or Internal Order to be charged: (Fiscal Use Only) _____

*Fiscal Manager Review: _____

Travel Request Acknowledgement

I am submitting this Travel Request and agree to policy and procedure established in AD 8.31. I will submit all receipts within 10 days of my return from this trip and will also submit any amount due to the City if the travel advance exceeds the approved and eligible expenses from the trip.

Traveler's Acknowledgement: _____ Date: _____

Division Manager/
Assistant Director: _____ Date: _____

Department Head: _____ Date: _____

City Manager or
Designee: (if required) _____ Date: _____

When complete, use the **Print** button provided.
Submit this form to your manager for approval and further processing.



City of San Antonio Travel & Miscellaneous Expense Report

Traveler Information

- Travel Expense Report
- Out-of-Pocket Expense

Trip #: _____
(From Authorization Form—Attach Copy)

Trip #: _____
(For Accounting Use Only)

*SAP Employee #: _____ *Department: _____

*First Name: _____ M.I.: _____ *Last Name: _____ Suffix: _____

*Start Date: _____ *End Date: _____

*Reason for Trip: _____ *Region: _____

*Cost Center or Internal Order No.: _____ *G/L: _____

Travel Expenses

Car Mileage: Total mileage traveled: _____ X \$0.51 per mile. (Effective 01/01/11 \$0.51) \$ 0.00

Meals: Daily per diem rate: _____ X _____ days @ 1/3: \$0.00

X _____ days @ 2/3: \$0.00

X _____ days @ full: \$0.00 \$ 0.00

GSA per diem rates - <http://www.gsa.gov/portal/category/21287>

Transportation: Airfare Bus Rail Prepaid \$ _____

Other Transportation and Incidentals: (taxi, bus, shuttle, parking, rental car, copying, faxing, etc.)

Date	Vendor	Expense Item / Explanation	Amount	Add
			\$	Delete

Lodging: Hotel Name: _____ Prepaid \$ _____

Registration / Tuition / Conference Fees: G/L _____ Prepaid \$ _____

Total Travel Expenses: \$ 0.00

Amount of Travel Advance: \$ _____



City of San Antonio Travel & Miscellaneous Expense Report

Out-of-Pocket Expenses (not travel)

Date	Vendor	Expense Item / Explanation	Cost Center / IO G/L to charge	Amount	Add
				\$	Delete

Total Out-of-Pocket: \$ _____

Total Expense Report: \$ 0.00

Due City: \$ 0.00

Due Traveler: \$ 0.00

Acknowledgements

I certify that these expenses were actually incurred by me in the performance of official City business as documented with the attached receipts and request reimbursement.

Signature of Traveler /
Employee: _____

Date: _____

Signature of Approval
Authority: _____

Date: _____

When complete, use the **Print** button provided.

Attach receipts and submit this form to your manager for approval and further processing.

Frequently Asked Questions:

Administrative Directive 8.31 Revised January 2011

Q: I'm attending a conference in Austin that starts on Monday at 9am to 4pm. I prefer to travel to Austin on Sunday night, stay at my Sister's house, returning to my home after the conference concludes on Monday. When does per diem start and stop for this trip? What about mileage?

A: **Overnight hotel or travel is not allowed within 180 miles of San Antonio so the Sunday night activity is done for the convenience of the traveler. Any per diem and the extra mileage incurred is not reimbursable. Remember that whether a travel receives per diem or not is still based on official travel status. Travel Status should be calculated as if you left your home on Monday morning to drive directly to the conference and the expected return on Monday evening. Per diem is then determined if the travel status is 12 hours or more, per diem should be paid. Mileage is calculated in the same manner and any extra miles traveled to the sister's house and to the conference Monday morning should not be reimbursed.**

Q: From my personal travel, I have accumulated a free flight that I am not able to use prior to expiration. I have a City trip approved; can I use the free flight ticket and request reimbursement from the City for the value of the ticket?

A: No, paid tickets and matching boarding passes are required for reimbursement.

Q: My airfare was arranged by a travel agency and the City paid the fare directly. Do I need to submit any receipts?

A: On the Travel expense form the airfare is marked as pre-paid, a copy of the travel agency itinerary should be included with the documentation for settling the trip. The boarding passes for each flight are still required submission (where available).

Q: A group of 4 employees has been registered for a class in San Marcos and the department has arranged a City vehicle to depart from the normal business site for all 4 employees and to return to the business site. I live in New Braunfels and it is less miles for me to travel to San Marcos in my own vehicle than to drive to San Antonio and travel in the City vehicle. Can I submit mileage from my home to the class in San Marcos?

A: No. This directive states that an employee can not submit for mileage to/from an approved event if a City vehicle has been provided for that purpose. Also, the City never allows payment for commuting to and from the work site. In this case, the miles to the training site are less than your normal commute to the office, so mileage would not be an eligible request.

Attachment E

Q: I'm travelling with 2 other employees to a conference and neither has a credit card to book their airline ticket. Can I put all 3 tickets on my credit card and can I request an advance for the total amount?

A: No. All travelers are required to work with the departmental travel coordinator or other administrative staff to book airline tickets through the designated travel agency to ensure the lowest price available. Advances may be requested for your own trip-related expenses only. Other expenses to be incurred on the trip such as registration fees, hotel fees, can also be pre-paid for those employees if needed.

Q: Can my Director claim mileage for a trip to Austin since there are 2 other employees traveling with him?

A: No. If the person responsible for the vehicle receives a car allowance each month, mileage can not be claimed.

Q: How should hours be paid for an hourly-paid employee while on travel status? Once at a multiple day training event, is commuting to/from the conference site paid time?

A: This is basically a HR question, and is subject to change with updates to current policy, exceptions based on job classifications, or changes in applicable labor laws. In general, time is calculated to include the travel time to and from the destination. If the trip includes multiple days, the days other than the travel days, should be paid as if the conference is the assigned work location for the day. Pay from the start time of the conference to end time of the conference for each day. Travel time to/from lodging to the conference would be considered commuting time to/from work location for the day, which is not reimbursable under City policy.

Q: The policy allows for first class air travel when required for reasonable accommodation due to a physical disability which impedes coach travel. What types of disabilities are covered? What about other charges incurred?

A: Because of the continuous changes to the ADA laws, consult with your HR Generalist to identify if the accommodation is both reasonable and necessary. All expenses still require approval from the CMO (or designee) prior to authorization of the expense for the trip.

Q: I have an employee that doesn't like to fly so is requesting mileage for an upcoming trip instead of airfare. I've done the cost comparisons and airfare is cheaper. Can he do that?

A: The Intercity transportation section states payment of transportation costs will be based on the most economical mode of transportation. The maximum the traveler can request for mileage is the dollar value of the lowest cost available airfare. And, since driving is done for personal preference:

1. per diem should be calculated based on times to and from the destination as if using the airfare
2. no additional transportation costs would be allowed (such as parking at the hotel)

Attachment E

3. **No additional administrative leave should be granted to allow for additional time driving.**

Q: While traveling, I unexpectedly needed to use the hotel internet connections for City business and I was charged a flat rate. I did not include this expense in the estimate for the trip, can I still be reimbursed?

A: **Each department should have a written plan for this type of unexpected, miscellaneous, incidental expenses incurred after the trip has begun. You should know that process and follow the department rules.**

Q: We have some upcoming training in Houston for employees, which is funded by another agency. We submit the expenses to the City and then seek reimbursement from the agency. They will not reimburse for mileage on a government-owned car (City vehicle), but will reimburse the expense of a rental car. Use of the rental car is more cost-effective than cost of airfare for the employees, but how do we supply sufficient justification to take the rental car versus a city vehicle?

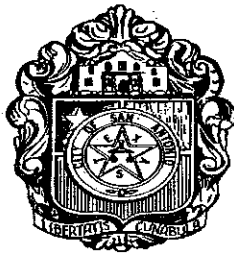
A: **During completion of the Travel Authorization process, remind the traveler to submit the disclosure form as required by the City's ethic's code for reimbursement to be paid by a third party. The agency rules for travel can and should prevail, making use of a rental car the approved transportation method. Submit the agency's policy or the reimbursement forms as additional backup and justification when you complete the Travel Authorization form. Department head approval is still required and the driver must be qualified as if driving a City vehicle as stated in this AD.**

Q: An employee is traveling to Austin for a training session. She leaves from her home at 8:00 am and returns at 5:00pm. Is she due per diem or a partial per diem?

A: **No, official travel status of 12 hours much be achieved before per diem is calculated.**

Q: I'm attending a conference in San Diego 4 months from now and have created the Travel Authorization Form (approved). I paid the registration fee to take advantage of an early bird rate on the conference registration fees and course materials and asked for the travel advance to be processed. I only received the reimbursement for the registration fee, why did I not get the entire amount in the advance?

A: **The advance amount which includes per diem and other miscellaneous expenses should not be paid to the traveler until just prior to the travel date. These funds are not needed by the traveler prior to the actual travel dates and should be held by the City until needed. The travel coordinator will submit an additional advance request just prior to the departure date for the balance of the advance as authorized.**



CITY OF SAN ANTONIO

EMPLOYEE ACKNOWLEDGMENT FORM FOR

ADMINISTRATIVE DIRECTIVE 8.31 Travel

Employee:

I acknowledge that on _____, 20____, I received a copy of Administrative Directive 8.31 Travel. I understand if I should have any questions I should contact my Human Resources Generalist.

_____	_____
Employee Name (Print)	Department
_____	_____
Employee Signature	SAP ID #

Supervisor:

I certify that on _____, 20____, I provided a copy of this administrative directive to the above named employee.

_____	_____
Supervisor (Print)	Supervisor Signature