

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 90.30	Issue 13	Page 1 of 2
TRAVEL POLICY	Effective Date January 1, 2009		

1. PURPOSE

- 1.1. To establish policies regulating out-of-town travel by City personnel or by members of City boards and commissions while on City business.

2. DEFINITIONS

- 2.1. Out-of-Town travel shall be defined as travel outside San Diego County. One-day trips not exceeding 200 miles one way and less than \$200 per person (excluding registration) will be treated as in-town expenses and not travel.
- 2.2. Appointing Authorities are elected officials, the Mayor, Chief Operating Officer, Chief Financial Officer, Deputy Chiefs, Department Directors, Assistant Directors, and Deputy 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, conferences and meetings, and training classes from which the City will derive a specific benefit through the attendance of a representative. Membership in an organization is not of itself a basis for travel authorization.
- 3.2. 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. The control of these travel restrictions rests with the respective Appointing Authority.
- 3.3. 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.
- 3.4. When the use of public air carrier transportation is approved, travel for all employees must be in coach class service. Airfare will be reimbursed for actual expenses; the use of employees' personal mileage or vouchers for airfare will not be reimbursed.
- 3.5. 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 must be approved by the appointing authority.

(Supersedes Administrative Regulation 90.30, Issue 12, effective October 20, 1986)

Authorized


CHIEF OPERATING OFFICER


CHIEF FINANCIAL OFFICER


COMPTROLLER


PURCHASING DIRECTOR

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 90.30	Issue 13	Page 2 of 2
TRAVEL POLICY	Effective Date January 1, 2009		

- 3.6. City personnel will be reimbursed for meals and incidentals using the Per Diem Rates established by the U.S. General Services Administration. 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 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.
- 3.7. Lodging will be reimbursed at actual expenses, not to exceed the guidelines set by the U.S. General Services Administration. Exceptions will be granted for hotels included 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. The use of employees' personal mileage/points or vouchers for lodging will not be reimbursed.
- 3.8. Business related phone calls are an allowable expense. Personal calls as defined and limited in the Travel Administrative Procedures are considered an allowable expenditure.

APPENDIX

Legal Reference

Council Policy 000-08 amended by Resolution No. 255155 on October 6, 1981
Council Policy 000-27 amended by Resolution No. 267294 on December 15, 1986
Council Policy 000-28 adopted by Resolution No. 265586 April 28, 1986

Subject Index

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

Administering Department

Comptroller's Department