

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

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TRAVEL POLICY	Effective Date June 22, 2018		

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. SCOPE

- 2.1. This Administrative Regulation (A.R.) applies to all City employees and City Boards and Commissions.

3. DEFINITIONS

- 3.1. *Out-of-Town Travel* – Any travel outside San Diego County.
- 3.1.1. One-day trips not exceeding 200 miles one-way will be treated as in-town expenses and not *Out-of-Town Travel*.
- 3.2. *Appointing Authority* (for purpose of this A.R. only) – Director, Deputy Directors, Executive Directors, and those delegated the authority to ensure the department’s compliance with this A.R., but not to include positions lower than a Program Manager. Department Directors and Executive Directors are ultimately responsible for all expenses authorized on behalf of the Department.
- 3.3. *U.S. General Services Administration (GSA)* – GSA establishes the per diem rates for the lower 48 Continental United States (CONUS), which are the maximum allowances that federal employees are reimbursed for expenses incurred while on official travel. (See www.gsa.gov.)

4. POLICY

- 4.1. Requests for *Out-of-Town 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 and must be approved in advance by an *Appointing Authority*.

(Supersedes Administrative Regulation 90.30, Issue 13, effective January 1, 2009)

Authorized

Signature on File
CHIEF OPERATING OFFICER

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- 4.2. *Out-of-Town* conference *Travel* in excess of 200 miles one-way shall be limited to Department Directors, Assistant Department Directors, or positions of a highly technical or professional nature as designated by the Department Director. The control of these *Out-of-Town Travel* restrictions rests with the respective department *Appointing Authority*.
- 4.3. *Out-of-Town Travel* expenses must be properly documented in accordance with Process Narrative PN-0095 and shall be submitted for reimbursement within 60 (sixty) days following the date of the travel.
- 4.4. Use of air, train, private car, bus, or City vehicle shall be selected on the basis of the lowest reasonable cost to the City after all expense items are tabulated, including travel time salary costs. The responsibility for this consideration rests with the respective *Appointing Authority*.
- 4.5. When the use of public air carrier transportation is approved, travel expense for all employees will only be reimbursed for the equivalent of reserved coach class service. Airfare will be reimbursed for actual expenses; the use of employees' personal mileage or vouchers for airfare will not be reimbursed.
- 4.6. 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 respective *Appointing Authority*.
- 4.7. Additional fees such as luggage fees will be reimbursed on the basis of one luggage bag fee per traveler. Extended travel that requires extra luggage may be approved by the respective *Appointing Authority* and in accordance with applicable leave policies.
- 4.8. City personnel and members of City Boards and Commissions 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 and must be approved by the respective *Appointing Authority* for reimbursement:
 - 4.8.1. 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.
- 4.9. Lodging will be reimbursed at actual expenses, not to exceed the guidelines set by the *U.S. General Services Administration*, www.gsa.gov. Exceptions will be granted for hotels

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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.

5. RESPONSIBILITY

5.1 All City Personnel, Members of City Boards and Commissions

5.1.1. Ensure expenses are within guidelines of this A.R.

5.1.2. Travel Expense Report is completed accordingly.

5.2 Department Director

5.2.1. Ensure that the approval of the Travel Expense Report is in accordance with this A.R.

5.3 Office of the City Comptroller

5.3.1. Establish and monitor this A.R. and Procedures.

APPENDIX

Legal Reference

Council Policy 000-08 amended by Resolution No. 255155, October 6, 1981
Council Policy 000-27 amended by Resolution No. 267294, December 15, 1986
Council Policy 000-28 adopted by Resolution No. 265586, April 28, 1986
Administrative Regulation 95.40 – In-Town Reimbursable Expense Policy
Process Narrative PN-0095 - How to Process Travel Advances and Reimbursements

Subject Index

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Managerial Recruitment - Travel
Personnel – Travel
Reimbursement - Travel Expenses
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Administering Department

Office of the City Comptroller