City of FRESNO

ADMINISTRATIVE ORDER NUMBER 1-4

SUBJECT: Expenses on City Business

Responsible Department: Finance

Date Issued: June 1, 2003

Date Revised: July 22, 2026

Approved: ***Signature on file***

Purpose

To establish uniform standards and procedures for reimbursement of expenses incurred on City business.

Policy

All City employees and elected and appointed officials shall use good judgment when incurring expenses to be paid or reimbursed by the City. City employees and elected and appointed officials will be reimbursed for travel, conference, and subsistence expenses incurred in connection with City business. Individuals from other organizations whose services are requested to assist City staff on interview panels or other City Business shall also be eligible for expense reimbursement under the provisions of this Administrative Order, if applicable.

City employees and elected and appointed officials who travel on City business shall do so at the City's expense and not at the expense of a third party. The City has uniform standards and procedures for the attendance at conferences and meetings by City employees and elected and appointed officials.

Employees may use personal accounts on third-party travel platforms solely for the purpose of booking their own City-related travel, provided such bookings are made in accordance with this Administrative Order. The use of personal accounts to arrange, book, or purchase travel for any other individual is strictly prohibited.

City employees and elected and appointed officials traveling on City business may obtain a cash travel advance under certain circumstances and when approved by the Department Director, City Manager, or designee. Employees and elected and appointed officials can use the Statewide Travel Program to book flights, rental vehicles, and hotel reservations when going to destinations outside of the City of Fresno on City business. In addition, employees or elected and appointed officials may use a different source to book flights, rental vehicles, and hotel reservations; however, quotes from two different sources must be provided for equivalent flights and hotel reservations and the lowest of the two quotes must be selected. Employees and elected and appointed officials may also have the option of obtaining one quote from the Statewide Travel Program and a quote for the equivalent reservation from another source, if the services booked through the Statewide Travel Program are more expensive.

Form 57- Travel Advance and Expense Reimbursement Request must be completed prior to and after returning from City Business if a travel advance or employee reimbursement is needed for eligible expenses under this Administrative Order. The Form 57- Travel Advance and Expense Reimbursement Request will be considered a full and complete record of travel. All expenses, including those paid for by other sources, shall be included in this comprehensive record. A Form 57- Travel Advance and Expense Reimbursement Request shall therefore be completed for all travel, regardless of whether the traveler has eligible reimbursement expenses.

Procedures

1. **Authorization**

   A. Authorization for reimbursement will be granted only when a clear benefit to the City is apparent. Reimbursement for a spouse or other non-city accompanying party is not authorized.

   B. Unless approved by the City Manager, or designee, no more than one City employee per department shall attend the same meeting or conference at the City's expense.

   C. All out-of-state travel must be approved by the City Manager, or designee.

   D. City business outside the continental United States will be subject to prior approval by the City Manager or designee and will require a memo providing clear justification as to how this will benefit the City.

   All attendance at major conferences or meetings (including travel) that can be anticipated in advance of a given fiscal year should be included in the budget request. At the discretion of the Department Director, Department Chief of Staff, or City Manager, release time may be given for work-related meetings or conferences where an employee pays his/her own expenses. Whenever possible, City personnel whose participation is specifically requested by the outside organization shall make an effort to have that organization reimburse to the City a portion or all of the expense incurred.

   Any exceptions to the above shall be approved in writing by the City Manager or designee.

   E. Form 57- Travel Advance and Expense Reimbursement Request shall be submitted for approval to the Division Manager, Department Director, Department Chief of Staff, or other designee, and City Manager, if required, no less than 10 days before departure and travel should be booked as early as possible to incur the most economical rate. Travel Advance requests must be submitted to the Finance department within ten (10) days of departure to ensure the department has adequate time to review and process the request.

   F. Expenses may be reimbursed only if the City business has been properly approved pursuant to the language included in this Administrative Order.

Reimbursement may not be claimed for additional expenses that arise from the coordination of employee leave with travel on City business.

G. Travel paid with restricted funds must be reasonable and consistent with language included in this Administrative Order and must comply with the funding source that is being utilized.

2. **Travel at City Expense**

Employees and elected and appointed officials who travel on City business, including travel for the purposes of reviewing other agencies' practices, procedures, or development projects, shall do so at City expense. Employees and elected and appointed officials shall not travel on City business at the expense of developers, consultants, or providers of goods and services.

3. **Attendance at Conferences and Meetings of Professional Organizations**

A. Employees of the City of Fresno may attend conferences, conventions, and meetings for governmental employees when the Department Director or Department Chief of Staff determines:

i. It can be shown that attendance is of public benefit;

ii. The absence of the employee will not adversely affect City operations; and,

iii. There are sufficient funds available in professional development and travel accounts.

B. Employees recommended for attending such conferences will be selected by the Department Director or Department Chief of Staff.

4. **Use of Statewide Travel Program**

A. The City Controller is designated as the responsible party for the City of Fresno's U.S. Bank Business Travel Account (BTA). The BTA is used with the City of Fresno's Statewide Travel Program. The Statewide Travel Program may be used to book airfare, lodging, and rental vehicles. The Controller's role is to ensure accounting, monitoring, and general oversight of compliance to this policy.

B. An authorized Travel Arrangers Form must be completed by each department on an annual basis and remain on file with the Finance Department and the City of Fresno's travel administrator before a department can use the Statewide Travel Program. The City of Fresno travel administrator is a designee assigned within the Finance Department. The Travel Arrangers Form lists individuals authorized to make travel arrangements for a department/division. The signature and name of the individuals authorized to approve travel for a department will also be listed on the form and must be updated to reflect any changes to the authorized approvers.

C. Travel arrangements made through the Statewide Travel Program can only be made for travel on official City business for the City of Fresno. All travel arrangements must be made through the Statewide Travel Program to receive the State's discounted fare. Approved travelers can contact their department's travel arranger to make reservations in the Statewide Travel Program portal by calling 1-916-376-3989. Discounted rates under this program are for existing authorized travel related to City business for City employees and elected and appointed officials only and can apply to airfares, hotels, and rental vehicles.

D. Airline and rental vehicle reservations can be made through the Statewide Travel Program and will require a fund and org to charge the travel expense appropriately to the City. Hotel arrangements booked through the Statewide Travel System require a separate credit card, such as a Cal-Card, to be added to the traveler's profile upon checkout. Hotel expenses will then be charged directly to the credit card. The employee or elected and appointed official shall be entitled to reimbursement at a rate no higher than the current per diem rate in effect at the time the expense is incurred at the location where incurred, as established by the GSA. Hotel reservations may also be made by contacting the hotel directly and utilizing a credit card, Cal-Card, personal credit card, or check. The employee or elected and appointed official will need to have the credit card that was used to book the hotel reservation on hand upon checking into their destination. City employees and elected and appointed officials that utilize a personal credit card to book travel through the Statewide Travel System will utilize the Form 57- Travel Advance and Expense Reimbursement Request for reimbursement upon returning from City business or may submit a Form 57- Travel Advance and Expense Reimbursement Request for a Travel Advance prior to City business.

E. Part A and Part B of the Form 57- Travel Advance and Expense Reimbursement Request must be completed before air travel, lodging, or rental vehicle reservations are made for each employee or elected and appointed official requesting a reservation. The Statewide Travel Program must be notified by the department who made the travel arrangements of any changes or cancellations to the travel.

F. The Finance Department will follow existing established Accounts Payable internal control procedures for approval, documentation, and payment of airfare, hotel, and vehicle rental travel charges.

G. Unauthorized use of this program will result in disciplinary measure to the fullest extent of the Fresno Municipal Code, labor contracts, and law.

H. Employees using this program are responsible for complying with all the provisions of this Administrative Order, and any other Administrative Order pertaining to travel

I. Payments for air travel will be made by invoice entry originating in the Finance Department on a monthly basis.

5. **Reservation Options (Other than the Statewide Travel Program)**

A. Part A and Part B of the Form 57- Travel Advance and Expense Reimbursement Request must be completed before air travel reservations are made for each employee requesting a reservation.

B. Reservations and payment for air travel, lodging, and rental vehicles may be made through online websites, other than the Statewide Travel Program.

i. When utilizing other sources, such as online websites, for air travel and/or lodging, it is the responsibility of the Department Director, Department Chief of Staff, or designee to ensure that the employee has obtained quotes from at least two different sources, indicating the cost of each, and must attach this documentation to the Form 57- Travel Advance and Expense Reimbursement Request upon submission to the Finance department. Lodging must be at a rate equal to or lower than the General Services Administration (GSA) per diem rate for the city where City business is being held. Both documents must be attached to the statement reconciliation in the financial system; or,

ii. Employees and elected and appointed officials may have the option of obtaining one quote from a source other than the Statewide Travel Program, for the equivalent reservations, if the services booked through the Statewide Travel Program would be more expensive and must attach this documentation to the Form 57- Travel Advance and Expense Reimbursement Request upon submission to the Finance department. Both documents must be attached to the statement reconciliation in the financial system.

C. The Finance Department will follow existing established Accounts Payable internal control procedures for approval, documentation, and payment of airfare, hotel, and rental travel charges.

D. Employees opting not to use the Statewide Travel Program are responsible for complying with all the provisions of this Administrative Order, and any other Administrative Order pertaining to travel.

6. **Cash Travel Advance**

A. City employees and elected and appointed officials, when traveling on City business, may utilize their personal credit cards and/or cash for their own expenses, and then request reimbursement for such expenses. However, in circumstances where use of such credit cards and/or cash may be deemed impractical, it shall be possible for an employee or elected and appointed official to obtain an advance of City funds for travel expenses. Cash advances for travel are authorized for official City business, provided that the budgeted request is approved by the Department Director, Department Chief of Staff, or designee.

To request a cash advance, Part A, Part B, and Part C of the Form 57- Travel Advance and Expense Reimbursement Request shall be completed and submitted to the Finance Department no less than ten (10) days prior to the departure date for an amount not to exceed 75-percent of the anticipated travel expenses.

B. After returning from travel on City business for which advance of City funds has been issued, the employee or elected and appointed official must submit all unexpended cash from the advance, along with a completed Form 57- Travel Advance and Expense Reimbursement Request, to the Finance Department within fifteen (15) business days of completing travel. In addition, the employee or elected and appointed official will be required to furnish itemized receipts to account for expenses against the cash travel advance. If unexpended cash from the advance is not submitted to the Finance Department within fifteen (15) business days, a payroll deduction may be processed in the amount owed upon approval by the City Controller.

C. Part D of the Form 57- Travel Advance and Expense Reimbursement Request must be signed by the employee or elected and appointed official and approved by the Department Director, Department Chief of Staff, City Manager or other authorized person(s) prior to submitting to the Finance Department.

7. **Reimbursement**

A. **No reimbursement shall be provided for travel or expenses until:**

i. Such travel or expenses have been authorized as set forth under the Policy above, and a Form 57- Travel Advance and Expense Reimbursement Request has been properly prepared, approved, and submitted to the Finance Division. Reimbursement shall only be made for the travel and expenses that are associated with the employee or elected and appointed official requesting reimbursement.

ii. Each department submitting a Form 57- Travel Advance and Expense Reimbursement Request is responsible for verifying the correct and appropriate per diem rate for the locality in which the business is being conducted for lodging and meal expenses. The per diem rates, as established by the U.S. General Services Administration (GSA), can be found on the GSA website at www.gsa.gov/perdiem. Departments are responsible for attaching a copy of the page from the GSA website used to calculate the reimbursement to each Form 57- Travel Advance and Expense Reimbursement Request submitted for reimbursement.

iii. Expenses paid by means of a City Cal-Card or credit card must also be indicated on a Form 57- Travel Advance and Expense Reimbursement Request for informational purposes, and excluded from the amount to be reimbursed. This shall be completed by including expenses paid via Cal-Card or credit card under 'Less amount paid by credit card' on the Form 57- Travel Advance and Expense Reimbursement Request under Part C.

B. When selecting a mode of transportation, employees and elected or appointed officials should choose the option that offers reasonable convenience for City business while keeping costs as low as practical. When sharing hotel rooms, each individual is encouraged to request a separate bill so expenses can be reported accurately. If a spouse shares a room, the employee or official should note the single-occupancy room rate for reimbursement purposes.

C. A Form 57- Travel Advance and Expense Reimbursement Request should be submitted to Finance within thirty (30) days after return from traveling on City business or within ten (10) days of receiving the credit card statement. With the exception of meals, itemized receipts must be obtained for all expenditures. A Form 57- Travel Advance and Expense Reimbursement Request must have Part C and Part D completed prior to submission to the Finance Department. With the exception of meals, no reimbursement will be made for expenses that do not have an itemized receipt unless approved by the Controller or Assistant Controller.

D. Part D of the Form 57- Travel Advance and Expense Reimbursement Request must be signed by the employee or elected and appointed official and approved by the Department Director, Department Chief of Staff, City Manager, or other authorized person(s) prior to submitting to the Finance Department.

E. Once the completed Form 57- Travel Advance and Expense Reimbursement Request is submitted to the Finance Department, a check may be issued to the requesting employee or elected and appointed official.

F. **Reimbursement shall be subject to the following provisions:**

i. **Transportation:**

a) **Private Automobile.** Reimbursement will be in accordance with Administrative Order 2-2.

b) **Travel Agent Services.** If a travel agent is needed to make travel arrangements, the City's approved Statewide Travel Program must be used. Each division is authorized to make its own travel arrangements, provided funding is appropriated in the proper budget account. Travel services include air, rail, bus transportation, and rental vehicle. For travelers requiring the use of a rental vehicle, an economy or compact size car should be requested unless a larger vehicle is required for multiple travelers.

c) **Air travel.** Air coach or economy will be used for air travel unless otherwise specifically authorized by the City Manager. Air coach, per industry definition, is defined as anything other than business or first class. When utilizing online websites, it is the responsibility of the Department director, Department Chief of Staff, City Manager, or designee to ensure the employee or elected and appointed official has obtained two (2) complete lists of available airfares from different websites, indicating the departing and destination cities, as well as the cost of the airline ticket. The listings must be attached to Form 57- Travel Advance and Expense Reimbursement Request upon reimbursement request. In all cases, itinerary, destination, timing, routing, etc. changes made while in travel status and other changes incurring additional expenses to the City of Fresno shall be documented in writing and submitted with the Form 57- Travel Advance and Expense Reimbursement Request when requesting reimbursement. Changes not deemed necessary for conducting City business will be made at the expense of the employee or elected and appointed official. If booked through the Statewide Travel Program, it is the responsibility of the department's travel arranger to ensure unused airline credits are utilized timely so that they do not expire if an airline ticket is booked, but not used. An employee or elected and appointed official may use options other than coach-class:

   i) When use of other than coach-class is necessary to accommodate a medical necessity, a written certification of the medical necessity and a recommended suitable class of transportation from a competent medical authority must be included with the Form 57- Travel Advance and Expense Reimbursement Request and the employee or elected and appointed official will need to specify in the "Other Explanation" box in Part C.

   ii) Where the origin and/or destination are domestic or outside of the Continental United States and the scheduled flight time, including non-overnight layovers and change of planes, is in excess of five (5) hours; and the employee or elected and appointed official is required to report to duty the following day or sooner. Scheduled flight time is the flight time between the originating departure point and the ultimate arrival point, including scheduled non-overnight time spent at airports during plane changes. Scheduled flight time does not include time spent at the originating or ultimate arrival airports. Direct flights must be selected except when flights with stopovers are more economical.

iii) When no coach-class accommodations are available on any airline that is scheduled to leave within 24 hours of the proposed departure time or scheduled to arrive within 24 hours of the proposed arrival time.

iv) When the use of other than coach-class accommodations result in overall cost savings to the City. Sufficient proof of cost savings must be provided.

v) When an employee or elected or appointed official is required to travel on a red-eye flight and must perform City business or report to duty upon arrival. A red-eye flight is defined as an overnight flight departing late in the evening and arriving the following morning.

d) Reimbursement will be authorized for the least expensive mode of transportation. Employees or elected and appointed officials choosing a more expensive mode of transportation will be responsible for the additional cost.

ii. **Lodging:**

a) **General Provisions**. Reimbursement will be made for the cost of lodging required to conduct City business. Dated receipts and meeting and travel schedules must be provided with the reimbursement request. Lodging will be provided for the night prior to the commencement of the meeting if the hour set for the start of the meeting is such that the claimant would have to leave home prior to 6:00 am. Lodging may be provided following the meeting if the claimant would not have arrived at his/her home prior to 11:00 pm. When utilizing online websites, it is the responsibility of the Department director, Department Chief of Staff, City Manager, or designee to ensure the employee or elected and appointed official has obtained two (2) complete lists of available hotel rooms from different sources, indicating the cost. The listing must be attached to the Form 57- Travel Advance and Expense Reimbursement Request when requesting reimbursement.

b) **Rate of Reimbursement.** Lodging reimbursement shall depend on the type of accommodation reserved.

i) If the lodging is associated with the conference and the City employee or elected and appointed official is staying at the hotel designated as the conference headquarters hotel, the reimbursement rate shall be based on the single room rate charged at the headquarters hotel for the conference. If the conference hotel charges more than one rate for single accommodations, the employee or elected and appointed official shall be entitled to reimbursement for no more than the second least expensive rate.

ii) If lodging is associated with a conference and is obtained at a hotel other than the conference hotel, the employee or elected and appointed official shall be entitled to reimbursement at a rate no higher than the current per diem rate in effect at the time the expense is incurred at the locality where incurred, as established by the GSA. When utilizing online websites, other than the Statewide Travel Program, it is the responsibility of the Department Director, Department Chief of Staff, or designee to ensure the employee or elected and appointed official has obtained two (2) complete lists of available hotel rooms from different sources, indicating the cost. The listings must be attached when the Form 57- Travel Advance and Expense Reimbursement Request is submitted to the Finance department for processing.

iii) If lodging is not associated with a conference, but is associated with City business, then the employee or elected and appointed official shall be entitled to a reimbursement rate equal to the current per diem rate in effect at the time the expense is incurred, at the locality where incurred, as established by the GSA.

iv) If lodging cannot be found at a rate equal to or lower than the GSA per diem rate, then the employee or elected and appointed official will need to attest to why they were unable to find lodging at the established rate on the Form 57- Travel Advance and Expense Reimbursement Request. Once such an attestation is made, the employee or elected and appointed official will be reimbursed at the single room rate for the accommodation. When utilizing online websites, other than the Statewide Travel Program, it is the responsibility of the Department Director, Department Chief of Staff, City Manager, or designee to ensure the employee or elected and appointed official has obtained two (2) complete lists of available hotel rooms from different sources, indicating the cost. The listings must be attached when a Form 57- Travel Advance and Expense Reimbursement Request is submitted to the Finance department for processing.

v) This policy does not preclude the employee or elected and appointed official from securing more expensive accommodations; rather it establishes the maximum reimbursement that will be afforded by the City. In the event that the employee or elected and appointed official occupies the room with family members or other non-authorized persons, the employee or elected and appointed official shall be reimbursed at the rate for single occupancy.

c) **In-Lieu Payment**. If an employee or elected and appointed official stays with a friend or a relative while attending a professional conference or other out-of-town meeting, the employee or elected and appointed official may be reimbursed for taking his/her host to dinner in lieu of lodging cost. The total amount to be reimbursed shall not exceed the current published per diem maximum lodging amount established by the GSA in the locality where the event is taking place.

d) **Savings Due to Extended Stay**. Frequently, airfare costs can be significantly reduced when a traveler stays through a Saturday night on a trip and does not return until the following Sunday. In such an event, if the savings that can be accrued by staying one or two extra days is greater than the additional cost for hotel/motel accommodations, meals and other costs, employees and elected and appointed officials are authorized to stay this additional time. An analysis or explanation of the cost savings should be submitted with the Form 57- Travel Advance and Expense Reimbursement Request.

iii. **Subsistence:**

Reimbursement for meal expenses incurred in connection with City business (other than expenses incurred for travel, conferences, or meals served during in-town meetings scheduled by City staff) shall only be made for meal expenses incurred in connection with City business for which the employee's or elected and appointed official's attendance is necessary, and which must be scheduled before 7:00 am, between 12:00 pm and 1:00 pm, or which ends after 7:00 pm.

The amount reimbursed shall not exceed the per diem allowance established by the GSA for Fresno. Meal reimbursement shall be limited to actual cost or the maximum daily rates, whichever is less. The rates for meals can be found at www.gsa.gov/perdiem.

Options for Reimbursement

The allowance for meals shall be calculated under either the per diem option or the actual cost option, as described below. However, the method selected for reimbursement must be used consistently on a full-day basis (either all meals at per diem or all at actual cost).

No allowances under either option will be made for in-flight meals, meals included within registration fees (i.e. continental breakfasts) paid by the City, or meals otherwise provided by someone else. Breakfast is not reimbursable or subject to the allowance on the day of departure unless the trip starts prior to 7:00 am. Dinner is not reimbursable or subject to allowance on the day of return unless the trip ends later than 7:00 pm.

Per Diem Option. This allowance for meals, including gratuity, shall not exceed the rate established by the GSA at the time the expense is incurred. The GSA website provides the per diem rates for meals and identifies six location-specific per diem tiers for the lower 48 continental United States, with separate rates for breakfast, lunch, and dinner. If an employee or elected and appointed official elects to use the per diem option for meals, the allowance will be paid at the tier designated for the location to which they are traveling on City business. No itemized receipts are necessary if travelers are claiming the per diem rates.

If an employee or elected and appointed official is attending a conference or meeting where a meal is provided, no per diem rate will be paid for that meal. For example, if a conference includes a lunch, the employee or elected and appointed official will not be reimbursed for lunch for that day and cannot include it on the Form 57- Travel Advance and Expense Reimbursement Request.

The total per diem rates for M&IE are calculated at 75-percent on the first and last calendar day of travel.

In the event meals are purchased for other employees or elected and appointed officials via personal credit card while on City business, reimbursement shall be made in accordance with per diem rates established by the GSA for all purchased meals. A list of all attendees shall also be submitted for each meal with the Form 57- Travel Advance and Expense Reimbursement Request to be eligible for reimbursement. The list of attendees shall be attached to each Form 57- Travel Advance and Expense Reimbursement Request for each employee or elected and appointed official that a meal was purchased for documentation purposes, regardless of whether the employee or elected and appointed official is claiming reimbursement for a meal.

Actual Cost Option. This allowance for meals is the amount actually expended by an employee or elected and appointed official for meals while on City business and shall not exceed the maximum daily rate established by the GSA for the location and date on which the expense was incurred. Itemized receipts must be provided for meals for reimbursement.

In the event a City issued credit card is used to purchase meals for a group, reimbursement will be made in accordance with the actual cost option and itemized receipts will be provided along with a listing of all attendees. A list of all attendees shall also be submitted for each meal with the Form 57- Travel Advance and Expense Reimbursement Request to be eligible for reimbursement. The list of attendees shall be attached to each Form 57- Travel Advance and Expense Reimbursement Request for each employee or elected and appointed official that a meal was purchased for documentation purposes, regardless of whether the employee or elected and appointed official is claiming reimbursement for a meal.

Individual reimbursement under the actual cost option may exceed the amounts indicated above if one of the following conditions exists:

i) A meal is a scheduled event on the program or conference and a receipt or other evidence is submitted to document to amount above the standard allowance.

ii) There are extraordinary and unique circumstances. Such requests must be accompanied by an appropriate receipt, written justification, and be approved by the Department Director, Department Chief of Staff, or City Manager prior to submitting a reimbursement claim.

iv. **Taxi, Rental Vehicles and Bus Fares**. Reimbursement for travel between lodging, meals, and meeting sites will be allowed, but the employee or elected and appointed official shall attempt to obtain lodging and meals within walking distance of the meeting site, if this is the most economical alternative. Reimbursement will be provided for taxi, rental vehicles, or bus fares when such transportation is necessary in the conduct of City business and the most economical form of transportation must be chosen. Such expenses shall be itemized in detail on the Form 57- Travel Advance and Expense Reimbursement Request.

v. **Tips, Gratuities, and Service Fees**. Customary tips of up to 15-percent will be permitted on reimbursable items. Tips shall be itemized on the Form 57- Travel Advance and Expense Reimbursement Request. Meal reimbursement will include tax and gratuities and shall be limited to the lower of the actual cost or the maximum daily rates allowed by the GSA.

vi. **Registration Fees**. Fees charged for registration at a conference or meeting, which an employee or elected and appointed official is authorized to attend, are reimbursable. Receipts or other acceptable evidence of the amount of the fee shall be submitted with a Form 57- Travel Advance and Expense Reimbursement Request. When possible, the employee or elected and appointed official shall make advance registration and indicate this on a Form 57- Travel Advance and Expense Reimbursement Request .

vii. **Parking, Garage, and Toll Charges**. Parking (including airport parking), garage, and toll expenses will be reimbursed when an automobile is used for transportation and in accordance with AO 2-2 Transportation Allowance and Mileage Reimbursement. Receipts for parking, garage, and toll charges shall be obtained and filed.

viii. **Laundry and Dry Cleaning**. An allowance of $20 per diem will be allowed for laundry and dry cleaning commencing the third day of a trip and shall be noted under ‘other’ on the Form 57- Travel Advance and Expense Reimbursement Request .

ix. **Other**. Other expenses will be reimbursed, provided that it can be demonstrated that were necessary for successful completion of the City’s business, are itemized in detail on a Form 57- Travel Advance and Expense Reimbursement Request, and approved by the Department Director, Department Chief of Staff, or City Manager.

G. **Expenses that will not be reimbursed are as follows:**

i. No purchase of personal items or expenses for purely personal services or alcoholic beverages shall be reimbursed. In addition, expenses for non-City employees, including consultants, are not reimbursable, with the exception of individuals from other organizations whose services are requested to assist City staff on interview panels.

ii. A Form 57- Travel Advance and Expense Reimbursement Request must include only those expenses allowable for the employee or elected and appointed official. In addition to lodging expenses, other charges which reflect costs related to family or other non-authorized persons must be documented in such a way as to identify clearly that portion incurred by the employee or elected and appointed official, and only that portion will be reimbursed.

iii. In accordance with Ordinance 2022-041, elected officials may either elect to take the allowance as a flat monthly stipend, which may be taxed as ordinary income, or can submit receipts and a claim for reimbursement of expenses actually incurred, not to exceed the amounts set forth in Ordinance 2022-041.These include expenses such as meals, postage, telephone, publications, and other incidental expenses that are solely for the benefit of the City and that are incurred when on official duty. Elected officials are already entitled to a monthly allowance for general and miscellaneous expenses within city limits; thus, are not eligible to receive reimbursement for such expenses.

H. **General**

i. An alternative reimbursement form may be used when requesting reimbursement for any item excluding travel (see Section 7-Reimbursement for travel above). Alternative forms must include the following information:

a) Name of employee being reimbursed (as it appears on driver's license) and City issued ID#.

b) Business purpose of expense (short description explaining what and how the reimbursable expense benefits the City).

c) Pre-approval by the Division or Business Manager, Assistant Director or Director, Department Chief of Staff, or City Manager authorizing the reimbursable expense to take place prior to the expense being incurred. This should also include the estimated amount to be reimbursed, if available.

d) Date and time in which the reimbursable expense was incurred.

e) Signature of employee requesting reimbursement, certifying that the information provided for all reimbursable expenses were for City business and verifying that the reimbursable expenses have not already been reimbursed from any other entity.

f) Signature by the Department Director, Department Chief of Staff, or City Manager approving the reimbursement submission to Finance for processing.

g) Original or electronic receipts for all reimbursable expenses should be attached to the alternative form.

ii. In a case where a receipt is called for but is impossible to obtain, a statement to that effect shall be attached to the Form 57- Travel Advance and Expense Reimbursement Request or an alternative form and the reason provided. In the absence of satisfactory explanation, the amount involved will be disallowed. Each instance will be reviewed and approved by the City Controller or Assistant Controller.

iii. The City Manager or designee and the Controller reserve the right to refuse payment for any item of expense if it appears unreasonable.

iv. It is suggested that employees and elected and appointed officials maintain a chronological list of the cost of each meal and other necessary items of expense in the event that questions should arise regarding any of these items.

v. Exceptions to the provisions of this Administrative Order with regard to travel, conference, and subsistence expenses may be authorized by the City Manager or designee if determined such exception is justifiable and in the best interest of the City.

vi. For instances where travel is conducted on City Business outside of town and no reimbursable costs are incurred (i.e. Independent board meetings, meetings in which attendees are reimbursed for travel through other sources, etc.), a Form 57- Travel Advance and Expense Reimbursement Request shall be submitted as a complete record of travel and for documentation purposes. The “Report Only” option in Part A of the Form 57- Travel Advance and Expense Reimbursement Request must be selected for this purpose and shall be submitted via email to businesstravel@fresno.gov to maintain a record of the travel.

8. **Other Business-Related Expenses**

A. **Gift Cards and Awards**

i. Gift cards or awards purchased for the purpose of City business are prohibited unless prior authorization by the City Manager is granted and should not be purchased using restricted resources. The purchase of gift cards or awards should be used for purchases of goods only and not for services. The issuing department is required to track and maintain reports on the recipients of all gift cards regardless of amount and must provide a report to the Finance Department annually.

B. **Meals and Refreshments at Meetings**

i. The cost of business-related meal expenses may be allowed at meetings; including conferences, workshops, seminars, and other gatherings if:

a) Directly connected to the active conduct of City business

b) Expense is reasonable to achieve the intended purpose

c) Consistent with state and federal law

To be eligible, a meeting must have a documented business purpose. Accompanying documentation should include the agenda or topic of discussion, meeting location, and a roster of all attendees. The cost per meal should be limited to Fresno’s lunch meal and incidental per diem rate per attendee, as established annually by the GSA. The use of City funds to purchase alcoholic products including items such as beer, wine, or any food or beverage containing distilled spirits is prohibited. Exceptions and use of City funds to purchase food or refreshments for all other circumstances require City Manager approval.