C. C. 106

City of Cambridge

CAMBRIDGE CITY COUNCIL
TRAVEL POLICY
Adopted October 16, 1995

1. Introduction.

The City Council recognizes the value of travel for purposes clearly related to the overall improvement of the City and travel for the purpose of assisting the individual City Councillor in performing his or her official duties. City Council travel should be as economical as possible.

2. City Council Travel Budget.

The City Council will set a total amount for annual travel expenses, based on the amount it considers reasonable for each member to expend each year for travel which relates to City business.

1. Travel plans for which the individual City Councillor expects reimbursement up to the amount budgeted for an individual Councillor do not require preapproval by the City Council, except that there will be no reimbursement for travel outside the continental United States without prior approval of the City Council.

2. In addition to the basic amount set for each member, if a member of the City Council is serving on a board or committee of a professional organization that relates to the members duties or official capacity as a City Councillor, such as the the National League of Cities, the City Council may in its annual budget approve an additional amount to enable that member to engage in the travel necessary to serve in that position.

3. The Mayor's travel budget is approved separately, and Mayoral travel expenses are not included in the Council travel budget. In all other respects, the travel policy applies to the entire City Council, including the Mayor.

3. Travel Arrangements.

All arrangements for air travel, lodging and rental cars will be made by the Assistant to the City Council and the Assistant to the Mayor, and not by individual City Councillors, except in unusual or unforeseen circumstances, or where the individual City Councillor is able to make a less expensive travel arrangement.. Sound business practices should be followed at all times. Councillors should provide as much advance notice of travel requirements as possible to enable the staff to obtain advantageous rates for airfares,conference registration and lodging.

Travel arrangements should be made at government or convention rates whenever possible. Care should be taken to make cost effective arrangements, such as utilizing super-saver rates. The City will pay only for standard hotel rooms, standard or "coach" (no premium or First Class) air fare and midsize rental cars. The City will not pay for flight insurance. All additional costs caused by family members or other persons traveling with the City Council member will be the obligation of the City Councillor.

Economical travel is favored. If by extending travel through Saturday, airfare savings exceed additional hotel, meals, car rental and other expenses, then such an extension is allowed.

4. Travel Expense Reimbursement.

All payments to City Councillors for their City Council travel expenses shall be by reimbursement. No expenses will be reimbursed without proper documentation and an expense report. City Councillors shall utilize the City of Cambridge Travel Expense Report required by the City Manager for all City Employee travel.

Proper documentation includes a receipt, except for the food category where an alternative reimbursement allowance is provided. The expense report must clearly state the purpose of the travel. Allowance amounts are as follows:

<u>Transportation: Air</u>
Standard or economy fare.
Related ground travel: Actual cost of trips between home-airport, airport-lodging and returns.

<u>Lodging</u>
Standard single occupancy. If travel is part of a convention, choose either the convention hotels or alternative hotels with rates within the range of the convention hotels. If not part of convention, choose by informal quote procedure.

<u>Food</u>
Actual expenses based on receipts up to $75 per day for each Councillor or $50 per diem reimbursement without receipts..
The City will not pay for alcohol. Where bill includes reimbursable food expenses and nonreimbursable alcohol expenses, the receipt should clearly identify what portion of the bill is reimbursable.

<u>Ground Transportation and Miscellaneous Business Expenses</u>
This category covers taxis, parking, telephone calls, etc.
Reimbursement will be for actual expenses up to $25/day, plus nominal telephone expenses.

<u>Rental Automobiles</u>

Reimbursement for nonluxury midsize automobiles. Any upgrades must be paid by the individual Councillor.

Reimbursement shall not be approved under any conditions for the following expenditures:

Alcoholic beverages
Tobacco
Laundry and dry cleaning
Barber, hairdresser, manicurist or bootblack
Entertainment
Newspapers or magazines
Toiletries
Articles of apparel
Pay per view television

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