



OFFICE OF THE CITY CLERK

CITY OF CAMBRIDGE

CITY HALL, CAMBRIDGE, MASSACHUSETTS 02139

(617) 349-4260

FAX (617) 349-4307

D. MARGARET DRURY
CITY CLERK

JOHN E. FLYNN
DEPUTY CITY CLERK

TO: COUNCILLOR MICHAEL SULLIVAN, CHAIR
GOVERNMENT OPERATIONS COMMITTEE

FROM: ^{MD}
MARGARET DRURY, CITY CLERK

RE: DRAFT TRAVEL POLICY

DATE: January 23, 1995

Attached for consideration of the Government Operations Committee is a draft travel policy to cover City Council travel. This draft has been reviewed extensively by Jim Lindstrom, Sandra Albano and Kathy Toppi.

DRAFT
CITY COUNCIL TRAVEL POLICY

1. Introduction.

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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.

1. 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 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.

2. Travel Arrangements.

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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.

3. **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.

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Entertainment

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Toiletries
Articles of apparel
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CITY OF CAMBRIDGE
TRAVEL EXPENSE REPORT

THIS REPORT IS FOR:

EXPENSES IN CONNECTION WITH ATTENDANCE AT _____
(LOCATION)

ON _____ SPONSORED BY _____
(Session Date(s)) (Meeting Sponsor)

OTHER: _____
(Describe Reason for Incurring Expenses)

TRANSPORTATION:

DATE OF DEPARTURE _____ DATE OF RETURN _____

PRIVATE AUTOMOBILE _____ MILES AT _____ ¢ PER MILE\$ _____

AIRFARE TRAIN BUS (ATTACH COPY OF TICKET).....\$ _____

RENT A CAR AT MEETING LOCATION (ATTACH COPY OF BILL).....\$ _____

HOTEL OR MOTEL:

HOTEL OR MOTEL EXPENSE (ATTACH COPY OF BILL).....\$ _____

MEETING REGISTRATION FEE:

MEETING REGISTRATION FEE EXPENSE (ATTACHED RECEIPT).....\$ _____

DAILY EXPENSES:

DAILY EXPENSES (FROM REVERSE SIDE OF VOUCHER).....\$ _____

TOTAL EXPENSES.....\$ _____

SETTLEMENT

TOTAL EXPENSES WHICH I INCURRED.....\$ _____

LESS THE AMOUNT I RECEIVED AS AN ADVANCE (IF ANY).....\$ _____

EQUALS

REFUND WHICH I OWE TO CITY, MY CHECK IS ATTACHED.....\$ _____

OR

AMOUNT OWING ME BY CITY, I REQUEST REIMBURSEMENT.....\$ _____

I HEREBY CERTIFY THAT THE EXPENSES DETAILED ON THIS REPORT ARE THE PROPER AND ACTUAL EXPENSES WHICH I INCURRED IN CONNECTION WITH THE CITY ACTIVITY NOTED ABOVE.

DATED THIS _____ DAY OF _____, 19 _____.

(Signature of Employee)

(Address and City)

NOTE TO CAMBRIDGE EMPLOYEE: This report is for expenses personally incurred by you as an employee. If transportation charges, hotel deposits, registration fees or any other item has been paid directly by the City, do not list on this report. If you travel with a family member or other person not connected with the City, the expenses of such person are not reimbursable. If such expenses are included on any of the attached bills or receipts, you should note the necessary adjustments on the bill or receipt. (For example: If the hotel or motel bill contains a charge for a double room because of occupancy by a family member, subtract the difference between the double room and a single room and indicate on the bill that the balance is being charged to the City.) Meals should not be listed if they are otherwise included with air transportation or included on hotel or motel bills. If any expense item requires an explanation, mark the item with an asterisk and write the explanation on the reverse side of this report. Reimbursement of expenses claimed on this report is subject to any expense policy or limitation which may have been adopted by the City of Cambridge.

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SPACE FOR USE OF ADMINISTRATIVE AGENT OR FOR APPROVAL OF DEPARTMENT HEAD (IF REQUIRED):

DAILY EXPENSES (ATTACH RECEIPTS FOR ANY SINGLE ITEM OF \$25 OR MORE):

NUMBER OF DAYS SPENT ON THIS CITY ACTIVITY INCLUDING TRAVEL DAYS _____

DATE: _____		DATE: _____		DATE: _____	
BREAKFAST & TIP	\$ _____	BREAKFAST & TIP	\$ _____	BREAKFAST & TIP	\$ _____
LUNCH & TIP	\$ _____	LUNCH & TIP	\$ _____	LUNCH & TIP	\$ _____
DINNER & TIP	\$ _____	DINNER & TIP	\$ _____	DINNER & TIP	\$ _____
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_____	\$ _____	_____	\$ _____	_____	\$ _____
(Other)		(Other)		(Other)	
TOTAL THIS DATE	\$ _____	TOTAL THIS DATE	\$ _____	TOTAL THIS DATE	\$ _____

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IF MORE THAN
FIVE DAYS, ATTACH
AN ADDITIONAL
REPORT SHEET

TOTAL OF ALL DAILY EXPENSES \$ _____
(Transfer amount to front side of report)

.....
EXPLANATIONS (IF NEEDED)

City of Cambridge

CAMBRIDGE CITY COUNCIL TRAVEL POLICY Adopted October 16, 1995

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EXPLANATIONS (IF NEEDED)



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D. MARGARET DRURY
CITY CLERK

JOHN E. FLYNN
DEPUTY CITY CLERK

MEMORANDUM

TO: THE HONORABLE, THE CITY COUNCIL
FROM: ^{DMU} D. MARGARET DRURY, CITY CLERK
DATE: September 29, 1995
RE: DRAFT TRAVEL POLICY

Attached please find a draft travel policy, with the related explanations and recommendations from the February 2, 1995 Government Operations Committee Report.

At the September 22, 1995 Government Operations Committee meeting, it was requested that this material be distributed to the City Council to enable the Council to take action on this issue (calendar item number seven) if it so chooses.

EXCERPTED FROM FEBRUARY 2, 1995 GOVERNMENT COMMITTEE REPORT

At the time Councillor Sullivan steered conversation towards the second agenda item - a draft City Council Travel Policy and recognized Ms. Drury to make a presentation.

Ms. Drury submitted to the Committee a Draft Policy statement dated January 23, 1995 a working document for the Committee's deliberations. In the document the Committee would find four issues that would have to have to be addressed such as:

- o Number of conference(s) per year
- o Staff attendance
- o Limits on food reimbursement
- o Mayor to be included

Ms. Drury further stated that documentation would be required for reimbursement and suggested the City Manager's Travel Expense report be used by the Council. She further stated that travel arrangements would continue to be made by Ms. Albano.

Councillor Toomey made a motion that the City Council continue with its present travel model without any changes.

Councillor Sullivan ruled the Councillor out of order due to him not being a member of the Committee.

Councillor Duehay moved to recommend approval of the Memorandum with travel expense form.

At this time Councillor Sullivan moved to discuss the issues as presented by the City Clerk.

Draft Issue Number 1 - Recommendation - Yes
Draft Issue Number 2 - Recommendation - Yes

Councillor Duehay stated that Councillors do serve on major boards and on boards of organizations other than the National League of Cities.

Draft Issue Number 3 - Recommendation - No.

City Council prior approval except in the case of travel outside continental United States.

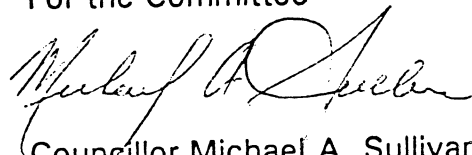
Draft Issue Number 4 - Recommendation - Yes.

Councillor Duehay moved the Draft Memorandum as Amended with the Travel Expense Sheet be accepted and reported to the full City Council with a favorable recommendation.

On a voice vote it carried.

The hearing was adjourned at 7:14 p.m.

For the Committee



Councillor Michael A. Sullivan, Chair

DRAFT
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TOTAL EXPENSES..... \$ _____

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EXPLANATIONS (IF NEEDED)



City of Cambridge

18.

IN CITY COUNCIL

October 24, 1994

MAYOR REEVES
COUNCILLOR SULLIVAN
COUNCILLOR WALSH

WHEREAS: The topic of "ceremonial" expenditures and expenditures for the purpose of business generation has been introduced into the arena of public discourse; and

WHEREAS: It is appropriate that the City Council, as the primary policy making body of the City, have the opportunity to address any concerns that they may have regarding the use of City funds for said purposes; and

WHEREAS: The context of expenditures by previous Mayors, City Councilors, and other City Departments can provide perspective to this dialogue by illuminating how city officials have governed in the past; now therefore be it

RESOLVED: That if there is consensus among the City Council that the topic of the City policy regarding "ceremonial" and business related expenditures should and/ or needs to be addressed, that the City Council devise a forum and policy development agenda to suitably address this issue.

In City Council October 24, 1994
Adopted by the affirmative vote of nine members.
Attest:- D. Margaret Drury, City Clerk.

A true copy;

ATTEST:-

D. Margaret Drury
City Clerk

REFERRED TO THE GOVERNMENT OPERATIONS COMMITTEE

City of Cambridge

The Government Operations Committee conducted a public hearing on Thursday, February 2, 1995 beginning at 5:40 p.m. in the Sullivan Chamber, City Hall.

Councillor Michael A. Sullivan, Chair of the above referenced Committee convened the hearing and stated that the purpose of this dates proceedings was two-fold: To review City Council Order No. 18 dated October 24, 1994 with regards to "ceremonial" and business related expenses in the Mayor's Office and to review the Draft City Council Travel Policy. Present at the hearing were: Mayor Kenneth E. Reeves, Vice Mayor Sheila T. Russell, Councillors Kathleen L. Born, Francis H. Duehay, Anthony D. Galluccio, Jonathan S. Myers and Timothy J. Toomey, Jr., Budget Director Louis DePasquale, City Auditor James Lindstrom, City Clerk D. Margaret Drury, Deputy City Clerk John E. Flynn, Assistant to the Mayor Kathy Toppi and Assistant to the City Council Sandra Albano.

To begin the discussion Councillor Sullivan read the record City Council Order No. 18 dated October 24, 1994 (A copy is attached). He then recognized Mayor Reeves for an opening remark.

Mayor Reeves stated that although he requested this hearing he was at a loss with regards to concerns with his operating budget. He further stated that he was present to listen and respond to any informational requests from the City Council.

Councillor Sullivan stated that this hearing is a freeze-frame and not a submission review. He inquired of the costs associated with the MIT Senior Luncheon held in the summer.

Mayor Reeves in response stated that the cost is in the area of \$13,000. He further stated that at MIT the City can use the facilities but must pay for the accessories. He also stated that at the Harvard Luncheon all costs are absorbed by the University.

Councillor Toomey asked for a clarification with regards to Harvard absorbing all the costs.

Mayor Reeves responded that the City pays for transportation costs and Emergency Medical Technician Services.

Councillor Born inquired of what amount in the budget would be construed as discretionary.

Mayor Reeves presented to the Committee a copy of the FY95 Mayor/Ceremonial functions operating budget of \$46,550. He stated that the Sister City function alone consumes about \$13,000 per year. He also stated that Cambridge has also played host to a wide array of visiting dignitaries (He cited Haiti President Aristide among others). He also stated that protocols are followed which means costs.

Councillor Duehay noted that larger cities have their own Sister City departments with funding while smaller ones do not. He noted that in the later case cities are dependent of citizen fundraising. He also noted that there are a number of international visits made to the City so spending must be arbitrary.

Councillor Toomey stated that he would like to see the details of the spending with regard to who, when, where and why the individual was entertained. He stated the need for better accountability and commented that maybe some of the funding in the Mayor's budget belongs on the City Council budget.

Councillor Born stated that ceremonial aspects belong in the Mayor's budget but the City Council budget should include some funding for Councillor activities.

Mayor Reeves returned the discussion to the original purpose and requested the Council for its recommendation.

Councillor Duehay requested that included in the documentation of the bills payable schedule the purpose of the event be placed.

Ms. Toppi in response stated that the documentation is currently placed and printed on vendor check stubs.

Mr. DePasquale concurred with Ms. Toppi's statement and stated that the issue is with the City's vendor/expenditure report. He stated that the Budget and Auditor's Office would be re-visiting this issue with MIS.

Mayor Reeves also spoke of certain annual unbudgeted events such as the Auxiliary Police Banquet that needed to be addressed.

Mr. DePasquale in response stated that issue could be addressed by the City Manager in the Public Celebrations budget.

Councillor Duehay stated that the Auxiliary Police Banquet should continue to be hosted by the Mayor.

Councillor Sullivan stated his objection to funding individual City Councillor budget. He stated that a difference exists between Managerial and Public Relation events.

Mayor Reeves further commented on a series of meetings held with business representatives regarding the "perceptions" of the Cambridge business climate in 1992. He stated that these discussions were not always held in an office setting but sometimes in restaurants where costs were absorbed by the City. He stated that if a penny has been misspent he can not show it but if Style is wrong he is guilty. He further stated that his office has received and responded to 275 freedom of information requests.

Vice Mayor Russell agreed with Mr. DePasquale that City staff revisit the format of the City's financial reports.

Councillor Sullivan requested that City staff to review the formatting issue and also the recurring annual unbudgeted events and include as line items in a specific budget.

At the time Councillor Sullivan steered conversation towards the second agenda item - a draft City Council Travel Policy and recognized Ms. Drury to make a presentation.

Ms. Drury submitted to the Committee a Draft Policy statement dated January 23, 1995 a working document for the Committee's deliberations. In the document the Committee would find four issues that would have to have to be addressed such as:

- o Number of conference(s) per year
- o Staff attendance
- o Limits on food reimbursement
- o Mayor to be included

Ms. Drury further stated that documentation would be required for reimbursement and suggested the City Manager's Travel Expense report be used by the Council. She further stated that travel arrangements would continue to be made by Ms. Albano.

Councillor Toomey made a motion that the City Council continue with its present travel model without any changes.

Councillor Sullivan ruled the Councillor out of order due to him not being a member of the Committee.

Councillor Duehay moved to recommend approval of the Memorandum with travel expense form.

At this time Councillor Sullivan moved to discuss the issues as presented by the City Clerk.

Draft Issue Number 1 - Recommendation - Yes
Draft Issue Number 2 - Recommendation - Yes

Councillor Duehay stated that Councillors do serve on major boards and on boards of organizations other than the National League of Cities.

Draft Issue Number 3 - Recommendation - No.

City Council prior approval except in the case of travel outside continental United States.

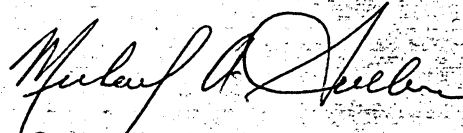
Draft Issue Number 4 - Recommendation - Yes.

Councillor Duehay moved the Draft Memorandum as Amended with the Travel Expense Sheet be accepted and reported to the full City Council with a favorable recommendation.

On a voice vote it carried.

The hearing was adjourned at 7:14 p.m.

For the Committee



Councillor Michael A. Sullivan, Chair

DRAFT
CITY COUNCIL TRAVEL POLICY

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.

Issues:

1. How to set the amount for the annual allowed travel budget. In the past, the amount budgeted has been amount calculated to allow each City Councillor to attend the two major National League of Cities conferences held each year. Does the City Council want to use the NLC amount to establish an allowance but clearly specify that the allowance could be used for alternative conferences?

2. What about special circumstances, ^{Professional organizations} like NLC board or committee membership? ^{that} In the past, an additional amount has been included in the budget approved by the City Council to provide for the the additional conferences for City Councillors who are NLC board members or committee members. ^{to in}

3. Should there be provisions for additional review or preapproval ^{to in} if the trip will ^{official} exceed a certain amount, e.g. \$500 or \$1200, ^{capacity} or if the trip involves travel to places other than the continental U.S.? ^{outside of the Continental United States. to a Jan region}

4. The Mayor's travel budget is approved separately, and Mayoral travel expenses are not included in the Council travel budget. Does the rest of the travel policy apply to the Mayor as well as the City Council? ^{to in}

2. 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. 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.

3. 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:

Transportation: Air

Standard or economy fare.

Related ground travel: Actual cost of trips between home-airport, airport-lodging and returns.

Lodging

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.

Food

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.

w/o recommendation

Ground Transportation and Miscellaneous Business Expenses

This category covers taxis, parking, telephone calls, etc.

Reimbursement will be for actual expenses up to \$25/day, plus nominal telephone expenses.

Rental Automobiles

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:

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- Tobacco

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Barber, hairdresser, manicurist or bootblack
Entertainment
Newspapers or magazines
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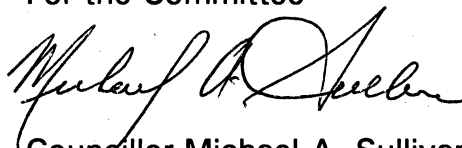
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For the Committee

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Councillor Michael A. Sullivan, Chair

4.

COMMITTEE REPORTS

Cal # 7 S-320

GOVERNMENT OPERATIONS COMMITTEE Report
for a hearing held on February 2, 1995 regarding
ceremonial and business related expenses in the
Mayor's Office and to review the draft City
Council Travel Policy.

In City Council,

February 27, 1995

*Report Tabled
by Councillor
Triantafellow.*

10/16/95 Report Accepted

*Recommendations
Adopted*

DRAFT
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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.

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OFFICE OF THE CITY CLERK

CITY OF CAMBRIDGE

CITY HALL, CAMBRIDGE, MASSACHUSETTS 02139

(617) 349-4260

FAX (617) 349-4307

D. MARGARET DRURY
CITY CLERK

JOHN E. FLYNN
DEPUTY CITY CLERK

April 11, 1995

TO: THE HONORABLE THE CITY COUNCIL

FROM: ^{DMD}
D. MARGARET DRURY
CITY CLERK

SUBJECT: RESUBMISSION OF THE GOVERNMENT OPERATIONS COMMITTEE
REPORT

Pursuant to the request of Councillor Sullivan, Chair of the Government Operations Committee, I am resubmitting, for your action, the report of the above mentioned committee for a hearing held on February 2, 1995 regarding "ceremonial" and business related expenses in the Mayor's Office.

I hope this information is helpful to you.



City of Cambridge

18.

IN CITY COUNCIL

October 24, 1994

MAYOR REEVES
 COUNCILLOR SULLIVAN
 COUNCILLOR WALSH

WHEREAS: The topic of "ceremonial" expenditures and expenditures for the purpose of business generation has been introduced into the arena of public discourse; and

WHEREAS: It is appropriate that the City Council, as the primary policy making body of the City, have the opportunity to address any concerns that they may have regarding the use of City funds for said purposes; and

WHEREAS: The context of expenditures by previous Mayors, City Councilors, and other City Departments can provide perspective to this dialogue by illuminating how city officials have governed in the past; now therefore be it

RESOLVED: That if there is consensus among the City Council that the topic of the City policy regarding "ceremonial" and business related expenditures should and/ or needs to be addressed, that the City Council devise a forum and policy development agenda to suitably address this issue.

In City Council October 24, 1994
 Adopted by the affirmative vote of nine members.
 Attest:- D. Margaret Drury, City Clerk.

A true copy;

ATTEST:-

A handwritten signature in cursive script that reads "D. Margaret Drury".

D. Margaret Drury
 City Clerk

REFERRED TO THE GOVERNMENT OPERATIONS COMMITTEE

DRAFT
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1. 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 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.

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Economical travel is favored. If by extending travel through Saturday, airfare savings



OFFICE OF THE CITY CLERK

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(617) 349-4260

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D. MARGARET DRURY
CITY CLERK

JOHNE E. FLYNN
DEPUTY CITY CLERK

MEMORANDUM

TO: THE HONORABLE, THE CITY COUNCIL
FROM: ^{DMD} D. MARGARET DRURY, CITY CLERK
DATE: September 29, 1995
RE: DRAFT TRAVEL POLICY

Attached please find a draft travel policy, with the related explanations and recommendations from the February 2, 1995 Government Operations Committee Report.

At the September 22, 1995 Government Operations Committee meeting, it was requested that this material be distributed to the City Council to enable the Council to take action on this issue (calendar item number seven) if it so chooses.

EXCERPTED FROM FEBRUARY 2, 1995 GOVERNMENT COMMITTEE REPORT

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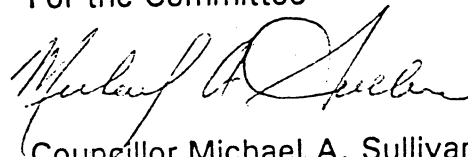
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CITY OF CAMBRIDGE
TRAVEL EXPENSE REPORT

THIS REPORT IS FOR:

EXPENSES IN CONNECTION WITH ATTENDANCE AT _____ (LOCATION)
 ON _____ (Session Date(s)) SPONSORED BY _____ (Meeting Sponsor)
 OTHER: _____ (Describe Reason for Incurring Expenses)

TRANSPORTATION:

DATE OF DEPARTURE _____ DATE OF RETURN _____

PRIVATE AUTOMOBILE _____ MILES AT _____ ¢ PER MILE \$ _____

AIRFARE TRAIN BUS (ATTACH COPY OF TICKET)..... \$ _____

RENT A CAR AT MEETING LOCATION (ATTACH COPY OF BILL)..... \$ _____

HOTEL OR MOTEL:

HOTEL OR MOTEL EXPENSE (ATTACH COPY OF BILL)..... \$ _____

MEETING REGISTRATION FEE:

MEETING REGISTRATION FEE EXPENSE (ATTACHED RECEIPT)..... \$ _____

DAILY EXPENSES:

DAILY EXPENSES (FROM REVERSE SIDE OF VOUCHER)..... \$ _____

TOTAL EXPENSES..... \$ _____

SETTLEMENT

TOTAL EXPENSES WHICH I INCURRED..... \$ _____

LESS THE AMOUNT I RECEIVED AS AN ADVANCE (IF ANY)..... \$ _____

EQUALS

REFUND WHICH I OWE TO CITY, MY CHECK IS ATTACHED..... \$ _____

OR

AMOUNT OWING ME BY CITY, I REQUEST REIMBURSEMENT..... \$ _____

I HEREBY CERTIFY THAT THE EXPENSES DETAILED ON THIS REPORT ARE THE PROPER AND ACTUAL EXPENSES WHICH I INCURRED IN CONNECTION WITH THE CITY ACTIVITY NOTED ABOVE.

DATED THIS _____ DAY OF _____, 19 _____

 (Signature of Employee)

 (Address and City)

NOTE TO CAMBRIDGE EMPLOYEE: This report is for expenses personally incurred by you as an employee. If transportation charges, hotel deposits, registration fees or any other item has been paid directly by the City, do not list on this report. If you travel with a family member or other person not connected with the City, the expenses of such person are not reimbursable. If such expenses are included on any of the attached bills or receipts, you should note the necessary adjustments on the bill or receipt. (For example: If the hotel or motel bill contains a charge for a double room because of occupancy by a family member, subtract the difference between the double room and a single room and indicate on the bill that only the balance is being charged to the City.) Meals should not be listed if they are otherwise included with air transportation or included on hotel or motel bills. If any expense item requires an explanation, mark the item with an asterisk and write the explanation on the reverse side of this report. Reimbursement of expenses claimed on this report is subject to any expense policy or limitation which may have been adopted by the City of Cambridge.

.....
 SPACE FOR USE OF ADMINISTRATIVE AGENT OR FOR APPROVAL OF DEPARTMENT HEAD (IF REQUIRED):

DAILY EXPENSES (ATTACH RECEIPTS FOR ANY SINGLE ITEM OF \$25 OR MORE):

NUMBER OF DAYS SPENT ON THIS CITY ACTIVITY INCLUDING TRAVEL DAYS _____

DATE: _____	DATE: _____	DATE: _____
BREAKFAST & TIP \$ _____	BREAKFAST & TIP \$ _____	BREAKFAST & TIP \$ _____
LUNCH & TIP \$ _____	LUNCH & TIP \$ _____	LUNCH & TIP \$ _____
DINNER & TIP \$ _____	DINNER & TIP \$ _____	DINNER & TIP \$ _____
BEVERAGES & TIP \$ _____	BEVERAGES & TIP \$ _____	BEVERAGES & TIP \$ _____
PORTERS - BELLSTAFF \$ _____	PORTERS - BELLSTAFF \$ _____	PORTERS - BELLSTAFF \$ _____
LIMOS-TAXIS-BUSES \$ _____	LIMOS-TAXIS-BUSES \$ _____	LIMOS-TAXIS-BUSES \$ _____
_____ \$ _____	_____ \$ _____	_____ \$ _____
(Other)	(Other)	(Other)
TOTAL THIS DATE \$ _____	TOTAL THIS DATE \$ _____	TOTAL THIS DATE \$ _____

DATE: _____	DATE: _____	
BREAKFAST & TIP \$ _____	BREAKFAST & TIP \$ _____	
LUNCH & TIP \$ _____	LUNCH & TIP \$ _____	
DINNER & TIP \$ _____	DINNER & TIP \$ _____	
BEVERAGES & TIP \$ _____	BEVERAGES & TIP \$ _____	
PORTERS - BELLSTAFF \$ _____	PORTERS - BELLSTAFF \$ _____	
LIMOS-TAXIS-BUSES \$ _____	LIMOS-TAXIS-BUSES \$ _____	
_____ \$ _____	_____ \$ _____	
(Other)	(Other)	
TOTAL THIS DATE \$ _____	TOTAL THIS DATE \$ _____	

IF MORE THAN FIVE DAYS, ATTACH AN ADDITIONAL REPORT SHEET

TOTAL OF ALL DAILY EXPENSES \$ _____
 (Transfer amount to front side of report)

EXPLANATIONS (IF NEEDED)

3205

Committee Report #1

Comm. was received from D. Margaret Drury
City Clerk, transmitting a report from the
Government Operations Committee for a hearing
held on February 2, 1995 for the purpose
of reviewing "ceremonial" and business
related expenses in the Mayor's Office.

In City Council April 24, 1995

Referred to tabled item
no. 6.

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