



**CITY OF CERRITOS**  
**TRAVEL EXPENSE REIMBURSEMENT AND ETHICS TRAINING POLICY**

Current Version Adoption Date: 04/28/2022 (v.1, Resolution No. 2022-20)

Prior Version Adoption Date: 07/01/2020

Original Policy Adoption Date: 05/15/2006 (Council/Agency/CPFA Resolution No. 2006-13/2006-2/2006-1)

**1.12.010 PURPOSE**

The City of Cerritos<sup>1</sup> views the attendance at conferences, meetings, events, and activities that advance City business and the training of City officials and City Employees to be valuable and essential elements to ensuring the highest level of competency and the promotion of the City's interests. The City of Cerritos shall reimburse expenditures incurred only in the course of official and authorized City business. Expenses incurred in connection with the following non-exhaustive types of activities generally constitute authorized expenses, provided other applicable requirements of this Policy, or other City policies, are also met:

- A. Communicating with representatives of local, regional, state and/or national government on City-related issues;
- B. Attending educational seminars designed to improve skills, knowledge and information levels;
- C. Participating in local, regional, state and/or national organizations whose activities affect City interests;
- D. Recognizing service to the City or community;
- E. Attending community events or participating in the events of local nonprofit, service or philanthropic organizations;
- F. Meetings with representatives of local organizations, charitable groups, religious affiliations or intergovernmental agencies to discuss matters affecting the interests of the City;
- G. Implementing a City-approved strategy for attracting or retaining business to the City; and
- H. Meetings with City consultants, contractors, advisors, agents, legal counsel, etc. to discuss matters of importance to the City.

City officials and City Employees are expected to exercise moderation and thriftiness when incurring expenses in connection with conducting official City business. The intent of this Policy is to assure that any and all City funds expended for City business are properly used for the benefit of the City and are properly accounted for by the City.

---

<sup>1</sup> To the extent expenses or reimbursements are related to or on behalf of the City of Cerritos, as the Successor Agency to the former Cerritos Redevelopment Agency, or of the Cerritos Public Financing Authority, such expenses or reimbursements or portions thereof shall be paid from funds of those entities.

**1.12.020     DEFINITIONS**

- A. City Employee: City Employee means a current full-time, part-time seasonal or temporary employee of the City, or an independent contractor or volunteer acting on behalf of the City in an employee-like position.
- B. City Official: City Official means a currently elected member of the City Council or an appointed member of a commission or committee of the City.
- C. Approving Authority: Approving Authority means the City Manager, Secretary of the relevant board or commission, Department Director, or Division Manager, or their designee, with oversight of finances and expenditures.

**1.12.030     APPLICABILITY**

This Policy shall apply to all City Officials and City Employees incurring expenses during official City business and/or while acting on behalf of the City, for which reimbursement is sought.

**1.12.040     POLICY FOR REIMBURSEMENT OF EXPENSES**

- A. Non-Reimbursable Expenses: Any questions regarding a particular type of expense should be resolved by the approving authority before the expense is incurred. Examples of expenses incurred that the City will not reimburse include, but are not limited to, the following:
  - 1. Alcoholic beverages;
  - 2. The personal portion of any trip, conference, meeting, event, or activity;
  - 3. Political or charitable contributions or events or activities;
  - 4. Family expenses, including expenses of partners, children, or pets, when accompanying City Officials or City Employees on City-related business;
  - 5. Entertainment expenses, including movies, sporting events, or other cultural events not officially paid for by, or included as part of, the conference, meeting, event, or activity;
  - 6. Non-mileage personal automobile expenses, including repairs, traffic/parking citations, insurance or gasoline; and
  - 7. Personal losses incurred while on City business.
- B. Cost Controls: To conserve City resources and keep expenses within community standards, expenditures should adhere to this Policy. In the event that expenses are incurred which exceed the limits established by this Policy, the costs borne or reimbursed by the City will be limited to the costs that fall within this Policy, unless previously approved or provided for otherwise in this Policy by the approving authority.
- C. International Travel Expenses: International travel by any City Official and/or City Employee to be expensed to the City shall be subject to City Council approval at a public meeting.
- D. Transportation: The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. Government and/or

group rates must be used when available.

1. Airfare: Coach-class priced airfare on round-trip tickets, or one-way (both directions) whichever is most cost effective. Every attempt should be made to secure advance pricing.
  2. Automobile: Automobile mileage will be reimbursed based on the City employment system/personnel policies resolution presently in effect, which is the IRS standard mileage rate for businesses in effect at the time the expense is incurred. These rates are intended to compensate the driver for gasoline, insurance, maintenance and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable, when necessarily incurred. Mileage reimbursement will not be paid for rental vehicles; only receipted fuel expenses will be reimbursed.
  3. Car Rental: Economy, compact or mid-sized rentals only. If several City Officials or City Employees are sharing a car rental, a larger size may be appropriate. Applicable loss damage waiver insurance is encouraged. Attempts should be made to acquire the lowest rate through competitive shopping and advance reservations. Car rentals may be considered an alternative to airfare or mileage reimbursement where the cost of airfare or mileage equals or exceeds the cost of car rental.
  4. Taxis/Shuttles/Ride Share: Taxis, shuttle or ride share fares may be reimbursed, including a gratuity not to exceed 15 percent per fare, when the cost of such fares are equal to or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.
- E. Lodging: Lodging expenses will be reimbursed or paid for when travel on official City business reasonably requires an overnight stay.
1. Conference/Meetings: If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If the group rate is not available, see below.
  2. Other Lodging: Travelers must request government rates, when available. A listing of hotels offering rates in different metropolitan areas is available through the US General Services Administration per diem rates. Lodging rates that are equal to or less than government rates are presumed to be reasonable and reimbursable for purposes of this Policy.
    - a. In the event that government rates are not available, lodging per diem rates shall be established by way of the U.S. General Services Administration and shall be presumed reasonable and, hence, reimbursable. In unique circumstances, the City Manager may approve the reimbursement or payment of reasonable lodging costs that exceed the standards above for City Employees on a case by case basis.

- b. The maximum lodging amount shall be set forth by way of the U.S. General Services Administration per diem rates, which are annually adjusted to reflect changes in the Consumer Price Index (CPI).
- F. Meals: Meal expenses and associated gratuities shall be paid or reimbursed by the City in accordance with the per diem rates established by the U.S. General Services Administration as annually adjusted to reflect changes in the consumer price index (CPI).
- G. Travel-Related Telephone/Fax/Cellular/Internet Use: City Officials and/or City Employees subject to this Policy will be reimbursed for actual telephone, fax, cellular and internet expenses incurred while conducting official City business upon submission of a photocopy of the bill (with personal information redacted). Telephone bills should identify which calls were made on City business. For cellular calls when the City Official or City Employee has a particular number of minutes included in their plan, the City Official or City Employee shall identify the percentage of calls made on public business and pro rate the bill accordingly. Cellular telephone expenses will not be reimbursed for individuals who receive a City cellular telephone stipend.
- H. Airport Parking: Airport parking fees shall be reimbursable.
- I. Other: Reasonable baggage handling fees and gratuities of up to fifteen percent (15%) will be reimbursed. Expenses for which City officials and/or City Employees may be reimbursed from another agency are not eligible for reimbursement by the City.
- J. Cash Advances: From time-to-time, it may be necessary for a City Official or City Employee to request a cash advance to cover anticipated expenses while traveling or doing business on behalf of the City. A cash advance request must be submitted to the City Manager or designee for review and approval prior to incurring the expense. The approval or denial of a cash advance request shall be based on the following factors:
  - 1. The purpose of the expenditure(s);
  - 2. The benefits of such expenditure(s) to the City;
  - 3. The anticipated amount of the expenditure(s) (i.e., hotel rates, meal costs, and transportation expenses); and
  - 4. The date(s) of the expenditure(s).
- K. Unused Cash Advances: Any unused cash advance must be returned to the City treasury within five (5) business days of the City Official's and/or City Employee's, return. Expense reports and receipts documenting how the cash advance was used in compliance with this Policy shall be submitted as set forth in this Policy.

#### **1.12.050 TRAVEL-RELATED CREDIT CARD USE**

City Officials and City Employees in possession of City-issued credit cards ("CalCards") may use these cards only for legitimate City-related business purposes. Receipts documenting expenses incurred by City Officials and/or City Employees using CalCards in compliance with

this Policy must be submitted as set forth below. All CalCard use must also be in compliance with the City's Credit Card Use Policy.

#### **1.12.060 EXPENSE REPORT PROCEDURES**

- A. Expense Report Content and Submission Deadline: All cash advance expenditures and expense reimbursement requests must be submitted on an expense report form provided by the City. Expense reports must document that the expense in question met the requirements of this Policy.
1. City Officials and City Employees must submit their expense reports within **forty-five (45) days** of returning from an official City business meeting or trip, accompanied by receipts and/or CalCard records documenting each expense; and
  2. Inability to produce receipts, CalCard or personal credit card records documenting expenses incurred while on an official City business trip as required by this Policy, may result in the subject expense report being denied. Specifically, if receipts have been lost and are not available for submittal along with the required expense report, and the subject City Official or City Employee is unable to produce CalCard or personal credit card statements documenting said expenses, the expense report shall be denied and the subject City Official or City Employee will be required to reimburse the City for any outstanding undocumented expenses incurred.
- B. Audits of Expense Reports: All expenses shall be verified and found to be in compliance with this Policy prior to issuance of reimbursement.
- C. Reports by City Officials to Legislative Body: At the next regularly scheduled City Council meeting following the return of a City Official from attending a conference, meeting or event authorized and paid for by the City, said City Official shall be required to briefly report to their City Council colleagues on the conference, meeting, or event attended. If multiple City Officials attended, a joint report may be made.

#### **1.12.070 COMPLIANCE WITH APPLICABLE LAWS**

City Officials and/or City Employees should recognize that some expenditures may be subject to reporting under the Political Reform Act and/or other laws or may be prohibited altogether. All City expenditures are public records subject to disclosure under the Public Records Act.

The City Manager or the Secretary of each City Commission/Committee shall be responsible for validating expenses and/or approving the credit card use of City Officials under their purview of responsibility to ensure compliance with applicable City policies and to prevent the potential misuse of public funds. Should the City Manager or Secretary identify any evidence of a potential violation by a City Official relative to the use of a CalCard and/or misuse of public funds, he/she shall be responsible for immediately (i) reporting the potential violation to the Finance Manager for independent review and assessment, and (ii) facilitating the suspension/forfeiture of the subject City Official's assigned CalCard and any ancillary use privileges during the pendency of the investigation. If a potential violation by a City Official is confirmed to exist, the City Council shall be immediately informed of the violation by the City Manager and Finance Manager, in consultation with the City Attorney, and the matter shall be referred immediately to a third party investigator, and/or the Los Angeles County District

Attorney's office and the Los Angeles County Sheriff's Department or law enforcement agency with jurisdiction over the case to conduct an independent criminal investigation, as applicable.

The City Attorney shall inform the City Manager and City Council of any available updates and the disposition of the independent investigation performed by the Los Angeles County District Attorney's office, Los Angeles County Sheriff's Department, or law enforcement agency with jurisdiction over the matter. The results of the investigation shall be submitted directly to the City Council by the agency performing the investigation or the City Attorney and City Manager.

The City Council, excluding the subject City Official (if applicable), in its capacity as the personnel review board of the City Council, shall review the information and discuss the matter (in closed session, if appropriate under the Brown Act). If the City Council finds that a violation of City policy has occurred, the subject City Official shall be required to comply with Section 1.12.090 - Violation of this Policy provided herein.

#### **1.12.080 ETHICS TRAINING FOR CITY OFFICIALS**

Pursuant to applicable state law under Government Code Section 53234 *et seq*, City Officials, as well as members of any body of the City that are subject to the provisions of the Brown Act and which receive stipends or reimbursement for actual and necessary expenses incurred, shall be required to attend and must complete a certified curriculum in ethics training in compliance with AB 1234 and other applicable laws at least once every two (2) years, (or as frequently as the law may subsequently be amended to provide). City Officials shall submit copies of their certification to the City Clerk within thirty (30) days of completion of the curriculum. Records showing proof of completion of ethics training shall be filed and maintained in the City Clerk's Office and have a retention period of at least five (5) years.

#### **1.12.090 VIOLATION OF THIS POLICY**

Use of public resources or falsifying expense reports in violation of this Policy may result in any or all of the following:

- A. Loss of reimbursement privileges;
- B. A demand for restitution to the City;
- C. The City reporting the expenses as income to county, state and/or federal authorities;
- D. Civil penalties of up to \$1,000 per day and three (3) times the value of the resources used;
- E. Prosecution for misuse of public resources; and
- F. Censure or disciplinary action, up to and including termination, dependent upon severity and frequency.

#### **1.12.100 ENFORCEMENT RESPONSIBILITY**

It shall be the duty and responsibility of the City Council to act as the personnel review board for City Officials and City Councilmembers suspected of violating this Policy, while the City Manager or designee shall be responsible for enforcing said Policy among City Employees. If it is found that a Policy violation occurred, the City Council shall be required to enforce the provisions of Section 1.12.090 - Violation of this Policy. Any criminal violation shall be referred

to the Los Angeles County District Attorney's office and the Los Angeles County Sheriff's Department for further investigation and/or prosecution.

#### **1.12.110 APPROVAL OF POLICY**

This Policy was approved by a Joint Resolution of the Cerritos City Council/Redevelopment Agency ("City/Agency") Resolution No. 2006-13 on May 15, 2006 and became effective immediately thereon. This Policy was subsequently updated via City Council Resolution No. 2022-20 on April 28, 2022 and became effective immediately thereon.

Signed:

Date:

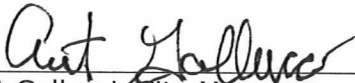


Chuong Vo, Mayor

5-26-2022

Signed:

Date:



Art Gallucci, City Manager

7-5-22

Attachments:

1. Council/Agency/CPFA Resolution No. 2006-13/2006-2/2006-1
2. 2020 Travel Reimbursement and Ethics Training Policy

**CITY OF CERRITOS  
CERRITOS REDEVELOPMENT AGENCY  
CERRITOS PUBLIC FINANCING AUTHORITY**

**RESOLUTION NO. 2006-13  
RESOLUTION NO. CRA 2006-2  
RESOLUTION NO. CPFA 2006-1**

**A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
CERRITOS, CERRITOS REDEVELOPMENT AGENCY AND CERRITOS  
PUBLIC FINANCING AUTHORITY ESTABLISHING A TRAVEL EXPENSE  
REIMBURSEMENT AND ETHICS TRAINING POLICY.**

WHEREAS, the City Council/Redevelopment Agency/Financing Authority determines that public resources should be used to reimburse expenses incurred when there is a substantial benefit to the City/Agency/Authority and/or the community; and

WHEREAS, such benefits include:

- A. The opportunity to discuss the community's concerns, issues, needs and/or desires with county, state and federal officials;
- B. Participating in regional, state and national organizations whose activities affect the City of Cerritos/Cerritos Redevelopment Agency/Cerritos Public Financing Authority;
- C. Attending educational seminars designed to improve skills, knowledge and information levels; and
- D. Promoting public service, morale or interest in government; and

WHEREAS, the City Council/Redevelopment Agency/Financing Authority is desirous of adopting a policy to establish reasonable limitations on the amount of travel expenses that may be incurred while acting in an official capacity on behalf of the City/Agency/Authority; and

WHEREAS, such a policy will provide guidance to elected/appointed officials and employees on the use and/or expenditure of City/Agency/Authority resources, as well as the standards against which those expenditures will be measured; and

WHEREAS, this policy would satisfy the requirements of Government Code sections 53232.2 and 53232.3 in the event such requirements could be constitutionally applied to charter cities; and

WHEREAS, this policy supplements the definition of "actual and necessary expenses" for purposes of state law relating to permissible uses of public resources; and

WHEREAS, this policy also supplements the definition of "necessary and reasonable expenses" for purposes of federal and state income tax laws; and




WHEREAS, this policy also applies to any travel-related charges made to a City of Cerritos/Cerritos Redevelopment Agency/Cerritos Public Financing Authority credit card, cash advances, or other line of credit.

NOW, THEREFORE, the City Council of the City of Cerritos/Cerritos Redevelopment Agency/Cerritos Public Financing Authority does hereby resolve as follows:

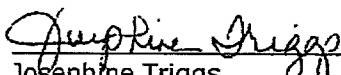
**Section 1.** The City/Agency/Authority travel reimbursement and ethics training policy shall be as established in Exhibit A entitled "City of Cerritos, Cerritos Redevelopment Agency, Cerritos Public Financing Authority Travel Reimbursement and Ethics Training Policy" attached hereto and incorporated herein.

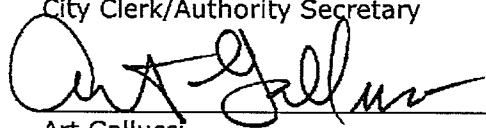
**Section 2.** The City Manager/Executive Director shall be authorized to reimburse expenditures in accordance with this policy.

PASSED, APPROVED and ADOPTED this 15th day of May, 2006.

  
Paul W. Bowlen, Mayor/Chairman

ATTEST:

  
Josephine Triggs,  
City Clerk/Authority Secretary

  
Art Gallucci,  
Redevelopment Agency Secretary

**CITY OF CERRITOS  
CERRITOS REDEVELOPMENT AGENCY  
CERRITOS PUBLIC FINANCING AUTHORITY  
TRAVEL REIMBURSEMENT AND ETHICS TRAINING POLICY**

**1. PURPOSE**

The City of Cerritos/Cerritos Redevelopment Agency/Cerritos Public Financing Authority shall reimburse expenditures incurred only in the course of official and authorized City/Agency/Authority business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, provided other applicable requirements of this policy, or other City/Agency/Authority policies, are also met.

They include, but are not limited to:

- a. Communicating with representatives of local, regional, state and/or national government on City/Agency/Authority-related issues;
- b. Attending educational seminars designed to improve skills, knowledge and information levels;
- c. Participating in local, regional, state and/or national organizations whose activities affect City/Agency/Authority interests;
- d. Recognizing service to the City/Agency/Authority or community;
- e. Attending community events or participating in the events of local nonprofit, service or philanthropic organizations;
- f. Meetings with representatives of local organizations, charitable groups, religious affiliations or intergovernmental agencies to discuss matters affecting the interests of the City/Agency/Authority;
- g. Implementing a City/Agency/Authority approved strategy for attracting or retaining business to the City; and
- h. Meetings with City/Agency/Authority consultants, contractors, advisors, agents, legal counsel, etc. to discuss matters of importance to the City/Agency/Authority.

International travel expenses shall require prior approving authority approval.

**2. APPLICABILITY**

This policy shall apply to all persons incurring expenses during official City/Agency/Authority business and/or while acting on behalf of the City/Agency/Authority, for which reimbursement is sought.

This includes, but is not limited to, members of the City Council/Redevelopment Agency/Financing Authority, City Commissions, Committees, ad hoc/blue ribbon committees, (hereinafter "officials"); City/Agency/Authority non-legislative appointees (hereinafter "appointees"); and staff members, employees, volunteers, and additionally designated individuals of the City Council or City Manager (hereinafter "employees"). The City Council/Redevelopment Agency/Financing Authority shall make the final decision regarding compliance with this policy for "officials" and "appointees," and for "employees" the City Manager/Executive Director shall make such decision.

### 3. NON-REIMBURSABLE

Examples of expenses incurred that the City/Agency/Authority will not reimburse include, but are not limited to, the following:

- a. The personal portion of any trip;
- b. Political or charitable contributions or events;
- c. Family expenses, including partner's expenses when accompanying officials, appointees or employees on City/Agency/Authority-related business, as well as children or pet-related expenses;
- d. Entertainment expenses, including movies, sporting events, or other cultural events;
- e. Non-mileage personal automobile expenses, including repairs, traffic/parking citations, insurance or gasoline; and
- f. Personal losses incurred while on City business.

Any questions regarding a particular type of expense should be resolved by the approving authority before the expense is incurred.

### 4. COST CONTROLS

To conserve City/Agency/Authority resources and keep expenses within community standards, expenditures should adhere to this policy. In the event that expenses are incurred which exceed this policy, the cost borne or reimbursed by the City/Agency/Authority will be limited to the costs that fall within this policy, unless previously approved otherwise or provided for otherwise in this policy, by the approving authority.

### 5. TRANSPORTATION

The most economical mode and class of transportation reasonably consistent with scheduling needs, and cargo space requirements must be used, using the most direct and time-efficient route. Government and/or group rates must be used when available.

- a. **Airfare.** Coach class priced on round-trip purchase; or one-way (both directions) whichever is most cost effective. Every attempt should be made to secure advance pricing.
- b. **Automobile.** Automobile mileage will be reimbursed based on the City employment system/personnel policies resolution presently in effect. These rates are intended to compensate the driver for gasoline, insurance, maintenance and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable, when necessarily incurred. Mileage reimbursement will not be paid for rental vehicles; only receipted fuel expenses will be reimbursed.
- c. **Car Rental.** Economy, compact or mid-sized rentals only. If several officials and/or employees are sharing a car rental, a larger size may be appropriate. Applicable loss damage waiver insurance is encouraged. Attempts should be made to acquire the lowest rate through competitive shopping and advance reservations. Car rentals may be considered an alternative to airfare or mileage reimbursement where the cost of airfare or mileage equals or exceeds the cost of car rental.

- 
- d. **Taxis/Shuttles.** Taxis or shuttle fares may be reimbursed, including a gratuity not to exceed 15 percent per fare, when the cost of such fares are equal to or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

## **6. LODGING**

Lodging expenses will be reimbursed or paid for, when travel on official City/Agency/Authority business reasonably requires an overnight stay.

- a. **Conference/Meetings.** If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If the group rate is not available, see below.
- b. **Other Lodging.** Travelers must request government rates, when available. A listing of hotels offering rates in different areas is available through the State of California's "Lodging Guide Program." Lodging rates that are equal to or less than government rates are presumed to be reasonable and reimbursable for purposes of this policy.

In the event that government rates are not available, lodging rates that do not exceed \$300 per night are presumed reasonable and, hence, reimbursable. In unique circumstances, the City Manager/Executive Director may approve the reimbursement of reasonable lodging costs that exceed the standards above.

The maximum lodging amount will be annually adjusted to reflect changes in the cost of living in accordance with statistics published by the United States Department of Labor, Bureau of Labor Statistics Consumer Price Index, all urban consumers for the Los Angeles Metropolitan Area.

## **7. MEALS**

Meal expenses and associated gratuities will be reimbursed at a maximum rate of \$100 per diem.

Such amount will be annually adjusted to reflect changes in the cost of living in accordance with statistics published by the United States Department of Labor, Bureau of Labor Statistics Consumer Price Index, all urban consumers for the Los Angeles Metropolitan Area.

## **8. TRAVEL-RELATED TELEPHONE/FAX/CELLULAR/INTERNET USE**

Individuals subject to this policy will be reimbursed for actual telephone, fax, cellular and internet expenses incurred on business upon submission of a photocopy of the bill (with personal information redacted.) Telephone bills should identify which calls were made on City/Agency/Authority business. For cellular calls when the official, appointee or employee has a particular number of minutes included in their plan, the official, appointee or employee shall identify the percentage of calls made on public business and pro rate the bill accordingly. Cellular telephone expenses will not be reimbursed for individuals who receive a City/Agency/Authority cellular telephone stipend.

## **9. AIRPORT PARKING**

Airport parking fees shall be reimbursable.

## **10. OTHER**

Reasonable baggage handling fees and gratuities of up to 15 percent will be reimbursed. Expenses for which City officials, appointees or employees receive reimbursement from another agency are not reimbursable.

## **11. CASH ADVANCES**

From time to time, it may be necessary for an official, appointee or employee to request a cash advance to cover anticipated expenses while traveling or doing business on behalf of the City/Agency/Authority. Such request must be submitted to the City Manager/Executive Director or his designee prior to the need for the advance with the following information:

- a. The purpose of the expenditure(s);
- b. The benefits of such expenditure(s) to the City/Agency/Authority;
- c. The anticipated amount of the expenditure(s) (i.e., hotel rates, meal costs, and transportation expenses); and
- d. The date(s) of the expenditure(s).

Any unused cash advance must be returned to the City/Agency/Authority treasury within five business days of the official's, appointee's or employee's return. Expense reports and receipts documenting how the advance was used in compliance with this reimbursement policy shall be submitted as set forth in this policy.

## **12. TRAVEL-RELATED CREDIT CARD USE**

Holders of City/Agency/Authority issued credit cards may use the City/Agency/Authority credit card for such purposes as provided herein. Receipts documenting expenses incurred on the City/Agency/Authority credit card and in compliance within this policy must be submitted as set forth below.

## **13. EXPENSE REPORT CONTENT AND SUBMISSION DEADLINE**

All cash advance expenditures and expense reimbursement requests must be submitted on an expense report form provided by the City/Agency/Authority. Expense reports must document that the expense in question met the requirements of this policy.

Officials, appointees and employees must submit their expense report within thirty (30) days of an expense being incurred, accompanied by receipts documenting each expense. Inability to provide such documentation in compliance with this policy may result in the reimbursement request being denied.

## **14. AUDITS OF EXPENSE REPORTS**

All expenses are subject to verification that they comply with this policy.

## **15. REPORTS TO LEGISLATIVE BODY**

At the next regular City Council meeting or regular meeting of the respective legislative body following the incurring of the expense, each official shall briefly report to their respective legislative body on the meeting(s) attended at the City/Agency/Authority expense. If multiple officials attended, a joint report may be made. Meetings shall have the meaning as defined in Government Code section 53232.

## **16. COMPLIANCE WITH THE LAWS**

Officials, appointees and employees should recognize that some expenditures may be subject to reporting under the Political Reform Act and/or other laws or may be prohibited altogether. All City/Agency/Authority expenditures are public records subject to disclosure under the Public Records Act.

## **17. ETHICS TRAINING**

Pursuant to applicable state law, City/Agency/Authority officials, as well as members of any body of the City that is subject to the provisions of the Ralph M. Brown Act ("Open Meeting Law"), Council/Agency/Authority appointees and employees subject to the reporting requirements of the Political Reform Act and the City of Cerritos/Cerritos Redevelopment Agency/Cerritos Public Financing Authority Conflict of Interest Code, who receive stipends or reimbursement for actual and necessary expenses incurred, shall be required to attend and must complete a certified curriculum in ethics training at least once every two years, (or as frequently as the law may subsequently be amended to provide.) Such individuals shall submit copies of their certification to the City Clerk within thirty (30) days of completion of the curriculum. Records showing proof of completion of ethics training in compliance with AB 1234 shall be filed and maintained in the City Clerk's Office and have a retention period of at least five years. Failure to file a record showing proof of completion of ethics training with the City Clerk as outlined above will result in a fine of \$10 per day up to \$100.

## **18. VIOLATION OF THIS POLICY**

Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:

- a. Loss of reimbursement privileges;
- b. A demand for restitution to the City/Agency/Authority;
- c. The City reporting the expenses as income to county, state and/or federal authorities;
- d. Civil penalties of up to \$1,000 per day and three times the value of the resources used;
- e. Prosecution for misuse of public resources;
- f. Disciplinary action, up to and including termination, dependent upon severity and frequency.
- g. A fine of \$10 per day up to \$100 will be assessed for failure to file with the City Clerk an ethics training record showing proof of completion of an ethics training course in compliance with AB 1234.

---

## **19. ENFORCEMENT AUTHORITY**

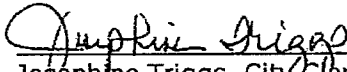
It shall be the duty and responsibility of the City Council/Redevelopment Agency/Financing Authority to enforce the provisions of this policy as respects officials and appointees. It shall be the duty and responsibility of the City Manager/Executive Director to enforce the provisions of this policy as respects employees.

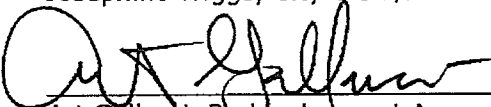
STATE OF CALIFORNIA       )  
COUNTY OF LOS ANGELES    ) ss.  
CITY OF CERRITOS            )

I, Josephine Triggs, City Clerk of the City of Cerritos and Secretary to the Cerritos Public Financing Authority, and I, Art Gallucci, Secretary to the Cerritos Redevelopment Agency, DO HEREBY CERTIFY that the foregoing Joint Resolution No. 2006-13, Resolution No. CRA 2006-2 and Resolution No. CPFA 2006-1 was duly adopted by the City Council of the City of Cerritos at a Special Meeting held on the 15th day of May, 2006, and that it was so adopted as follows:

AYES:       Councilmembers   -   Crawley, Edwards, Kappe, Lee, Bowlen  
NOES:       Councilmembers   -   None  
ABSENT:     Councilmembers   -   None  
ABSTAIN:    Councilmembers   -   None

DATED: May 16, 2006

  
\_\_\_\_\_  
Josephine Triggs, City Clerk/Authority Secretary

  
\_\_\_\_\_  
Art Gallucci, Redevelopment Agency Secretary



**Effective 7/1/20, the maximum lodging rate is \$397.42 per night, and the maximum meal reimbursement rate is \$132.48 per diem (see Sections 6 and 7).**

CHAPTER 1 - ADMINISTRATIVE POLICIES

Policy No. 1.12 - Travel Expense Reimbursement and Ethics Training Policy

**CITY OF CERRITOS  
CERRITOS REDEVELOPMENT AGENCY  
CERRITOS PUBLIC FINANCING AUTHORITY**

**TRAVEL REIMBURSEMENT AND ETHICS TRAINING POLICY**

**1. PURPOSE**

The City of Cerritos/Cerritos Redevelopment Agency/Cerritos Public Financing Authority shall reimburse expenditures incurred only in the course of official and authorized City/Agency/Authority business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, provided other applicable requirements of this policy, or other City/Agency/Authority policies, are also met.

They include, but are not limited to:

- a. Communicating with representatives of local, regional, state and/or national government on City/Agency/Authority-related issues;
- b. Attending educational seminars designed to improve skills, knowledge and information levels;
- c. Participating in local, regional, state and/or national organizations whose activities affect City/Agency/Authority interests;
- d. Recognizing service to the City/Agency/Authority or community;
- e. Attending community events or participating in the events of local nonprofit, service or philanthropic organizations;
- f. Meetings with representatives of local organizations, charitable groups, religious affiliations or intergovernmental agencies to discuss matters affecting the interests of the City/Agency/Authority;
- g. Implementing a City/Agency/Authority approved strategy for attracting or retaining business to the City; and
- h. Meetings with City/Agency/Authority consultants, contractors, advisors, agents, legal counsel, etc. to discuss matters of importance to the City/Agency/Authority.

International travel expenses shall require prior approving authority approval.

**2. APPLICABILITY**

This policy shall apply to all persons incurring expenses during official City/Agency/Authority business and/or while acting on behalf of the City/Agency/Authority, for which reimbursement is sought.

This includes, but is not limited to, members of the City Council/Redevelopment Agency/Financing Authority, City Commissions, Committees, ad hoc/blue ribbon committees, (hereinafter "officials"); City/Agency/Authority non-legislative appointees (hereinafter "appointees"); and staff members, employees, volunteers, and additionally designated individuals of the City Council or City Manager (hereinafter "employees"). The City Council/Redevelopment Agency/Financing Authority shall make the final decision regarding compliance with this policy for "officials" and "appointees," and for "employees" the City Manager/Executive Director shall make such decision.

**3. NON-REIMBURSABLE**

Examples of expenses incurred that the City/Agency/Authority will not reimburse include, but are not limited to, the following:

- a. The personal portion of any trip;
- b. Political or charitable contributions or events;
- c. Family expenses, including partner's expenses when accompanying officials, appointees or employees on City/Agency/Authority-related business, as well as children or pet-related expenses;
- d. Entertainment expenses, including movies, sporting events, or other cultural events;
- e. Non-mileage personal automobile expenses, including repairs, traffic/parking citations, insurance or gasoline; and
- f. Personal losses incurred while on City business.

Any questions regarding a particular type of expense should be resolved by the approving authority before the expense is incurred.

**4. COST CONTROLS**

To conserve City/Agency/Authority resources and keep expenses within community standards, expenditures should adhere to this policy. In the event that expenses are incurred which exceed this policy, the cost borne or reimbursed by the City/Agency/Authority will be limited to the costs that fall within this policy, unless previously approved otherwise or provided for otherwise in this policy, by the approving authority.

**5. TRANSPORTATION**

The most economical mode and class of transportation reasonably consistent with scheduling needs, and cargo space requirements must be used, using the most direct and time-efficient route. Government and/or group rates must be used when available.

- a. **Airfare.** Coach class priced on round-trip purchase; or one-way (both directions) whichever is most cost effective. Every attempt should be made to secure advance pricing.
- b. **Automobile.** Automobile mileage will be reimbursed based on the City employment system/personnel policies resolution presently in effect. These rates are intended to compensate the driver for gasoline, insurance, maintenance and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable, when necessarily incurred. Mileage reimbursement will not be paid for rental vehicles; only receipted fuel expenses will be reimbursed.
- c. **Car Rental.** Economy, compact or mid-sized rentals only. If several officials and/or employees are sharing a car rental, a larger size may be appropriate. Applicable loss damage waiver insurance is encouraged. Attempts should be made to acquire the lowest rate through competitive shopping and advance reservations. Car rentals may be considered an alternative to airfare or mileage reimbursement where the cost of airfare or mileage equals or exceeds the cost of car rental.
- d. **Taxis/Shuttles.** Taxis or shuttle fares may be reimbursed, including a gratuity not to exceed 15 percent per fare, when the cost of such fares are equal to or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

## 6. **LODGING**

Lodging expenses will be reimbursed or paid for, when travel on official City/Agency/Authority business reasonably requires an overnight stay.

- a. **Conference/Meetings.** If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If the group rate is not available, see below.
- b. **Other Lodging.** Travelers must request government rates, when available. A listing of hotels offering rates in different areas is available through the State of California's "Lodging Guide Program." Lodging rates that are equal to or less than government rates are presumed to be reasonable and reimbursable for purposes of this policy.

In the event that government rates are not available, lodging rates that do not exceed \$300 per night are presumed reasonable and, hence, reimbursable. In unique circumstances, the City Manager/Executive Director may approve the reimbursement of reasonable lodging costs that exceed the standards above.

The maximum lodging amount will be annually adjusted to reflect changes in the cost of living in accordance with statistics published by the United States Department of Labor, Bureau of Labor Statistics Consumer Price Index, all urban consumers for the Los Angeles Metropolitan Area.

## 7. **MEALS**

Meal expenses and associated gratuities will be reimbursed at a maximum rate of \$100 per diem.

Such amount will be annually adjusted to reflect changes in the cost of living in accordance with statistics published by the United States Department of Labor, Bureau of Labor Statistics Consumer Price Index, all urban consumers for the Los Angeles Metropolitan Area.

## 8. **TRAVEL-RELATED TELEPHONE/FAX/CELLULAR/INTERNET USE**

Individuals subject to this policy will be reimbursed for actual telephone, fax, cellular and internet expenses incurred on business upon submission of a photocopy of the bill (with personal information redacted.) Telephone bills should identify which calls were made on City/Agency/Authority business. For cellular calls when the official, appointee or employee has a particular number of minutes included in their plan, the official, appointee or employee shall identify the percentage of calls made on public business and pro rate the bill accordingly. Cellular telephone expenses will not be reimbursed for individuals who receive a City/Agency/Authority cellular telephone stipend.

## 9. **AIRPORT PARKING**

Airport parking fees shall be reimbursable.

## 10. **OTHER**

Reasonable baggage handling fees and gratuities of up to 15 percent will be reimbursed. Expenses for which City officials, appointees or employees receive reimbursement from another agency are not reimbursable.

## 11. **CASH ADVANCES**

From time to time, it may be necessary for an official, appointee or employee to request a cash advance to cover anticipated expenses while traveling or doing business on behalf of the City/Agency/Authority. Such request must be submitted to the City Manager/Executive Director or his designee prior to the need for the advance with the following information:

- a. The purpose of the expenditure(s);
- b. The benefits of such expenditure(s) to the City/Agency/Authority;
- c. The anticipated amount of the expenditure(s) (i.e., hotel rates, meal costs, and transportation expenses); and
- d. The date(s) of the expenditure(s).

Any unused cash advance must be returned to the City/Agency/Authority treasury within five business days of the official's, appointee's or employee's return. Expense reports and receipts documenting how the advance was used in compliance with this reimbursement policy shall be submitted as set forth in this policy.

## **12. TRAVEL-RELATED CREDIT CARD USE**

Holders of City/Agency/Authority issued credit cards may use the City/Agency/Authority credit card for such purposes as provided herein. Receipts documenting expenses incurred on the City/Agency/Authority credit card and in compliance within this policy must be submitted as set forth below.

## **13. EXPENSE REPORT CONTENT AND SUBMISSION DEADLINE**

All cash advance expenditures and expense reimbursement requests must be submitted on an expense report form provided by the City/Agency/Authority. Expense reports must document that the expense in question met the requirements of this policy.

Officials, appointees and employees must submit their expense report within thirty (30) days of an expense being incurred, accompanied by receipts documenting each expense.

Inability to provide such documentation in compliance with this policy may result in the reimbursement request being denied.

## **14. AUDITS OF EXPENSE REPORTS**

All expenses are subject to verification that they comply with this policy.

## **15. REPORTS TO LEGISLATIVE BODY**

At the next regular City Council meeting or regular meeting of the respective legislative body following the incurring of the expense, each official shall briefly report to their respective legislative body on the meeting(s) attended at the City/Agency/Authority expense. If multiple officials attended, a joint report may be made. Meetings shall have the meaning as defined in Government Code section 53232.

## **16. COMPLIANCE WITH THE LAWS**

Officials, appointees and employees should recognize that some expenditures may be subject to reporting under the Political Reform Act and/or other laws or may be prohibited altogether. All City/Agency/Authority expenditures are public records subject to disclosure under the Public Records Act.

## **17. ETHICS TRAINING**

Pursuant to applicable state law, City/Agency/Authority officials, as well as members of any body of the City that is subject to the provisions of the Ralph M. Brown Act ("Open Meeting Law") and which receive stipends or reimbursement for actual and necessary expenses incurred, shall be required to attend and must complete a certified curriculum in ethics training at least once every two years, (or as frequently as the law may subsequently be amended to provide.) Such individuals shall submit copies of their certification to the City Clerk/Agency Secretary/Authority Secretary within thirty (30) days of completion of the curriculum. Records showing proof of completion of ethics training in compliance with AB 1234 shall be filed and maintained in the City Clerk's Office and have a retention period of at least five years.

## **18. VIOLATION OF THIS POLICY**

Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:

- a. Loss of reimbursement privileges;
- b. A demand for restitution to the City/Agency/Authority;
- c. The City reporting the expenses as income to county, state and/or federal authorities;
- d. Civil penalties of up to \$1,000 per day and three times the value of the resources used;
- e. Prosecution for misuse of public resources;
- f. Disciplinary action, up to and including termination, dependent upon severity and frequency.

## **19. ENFORCEMENT AUTHORITY**

It shall be the duty and responsibility of the City Council/Redevelopment Agency/Financing Authority to enforce the provisions of this policy as respects officials and appointees. It shall be the duty and responsibility of the City Manager/Executive Director to enforce the provisions of this policy as respects employees.