



## STAFF REPORT

**Meeting Date:** June 6, 2016  
**To:** Honorable Mayor & City Council  
**From:** David Schirmer, Chief Information Officer  
**Subject:** Travel reimbursement policy for the Mayor's Autonomous Vehicle Program Committee  
**Attachments:** 1. Administrative Regulation 3A.1

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### INTRODUCTION

Staff requests City Council consideration of reimbursement of travel expenses related to the Mayor's Autonomous Vehicle Committee's participation in out-of-town meetings and conference attendance in support of the Autonomous Vehicle Program. If approved, travel expenses would be subject to administrative regulations governing staff travel.

#### *Background*

In his installation address, Mayor Mirisch articulated a vision for the City's autonomous vehicle (AV) program that included the long-term goal of addressing 'first and last mile' issues as it relates to the extension of the Purple Line to Beverly Hills, increasing mobility within the City, relieving traffic congestion, and creating new mobility options for seniors and the disabled. As envisioned, the program would include a fleet of City-operated AVs that would provide on-demand, point-to-point mobility to members of the public.

At the April 5, 2016 City Council meeting, Council unanimously passed Resolution 16-R-13071 declaring its support for an Autonomous Vehicle Program.

Realizing the full vision of having a City-owned fleet of AVs in operation will necessarily take time and will require considerable investment of resources. What is envisioned for the near term, however, is taking important steps that will lay the foundation for the larger project. Key components include influencing the regulatory environment both at the state and federal level, exploring potential partnerships with manufacturers, transportation network companies, technology companies, academics, and other governmental organizations with the intent of establishing pilot programs, developing policy, and architecting first and last mile solutions.

To facilitate this process, Mayor Mirisch has enlisted the support of Technology Committee members AJ Willmer and Grayson Brulte. Leveraging their intellect, their

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many contacts, and their keen interest in this technology, a great deal has already been accomplished in a relatively short period of time.

## **DISCUSSION**

The Mayor's Autonomous Vehicle Committee has been extremely active from the onset of their appointment with nearly daily interactions with thought-leaders operating in the AV arena. These discussions include auto manufactures, academics, policy makers, and technology companies. To date, staff and Committee members have participated in some 27 meetings (representing 100's of hours of time) with several more meetings on the calendar. Most of these meetings were conducted either in-person or via telephone, which are the preferred methods of interaction. However, given the geographic concentration of AV activity in Silicon Valley, Detroit, Washington DC, etc., the AV working group has determined that to fully participate and to be a leader on the forefront of AV activity, out of town travel will be required. A tentative list of upcoming events include: th9Stanford Mobility Workshop in Palo Alto, the Bloomberg Technology Conference in San Francisco, Autonomous Vehicle Conference in Detroit, the ICA Summer Seminar in Carlsbad, and the Fortune brainstorm event in Colorado.

Travel reimbursement for expenses would adhere to the policies and procedures detailed in Administrative Regulation (AR) 3A.1, Travel and Meeting Expense Policy for City Employees. Given that this AR is focused on staff travel, not all of the provisions would apply, e.g. utilization of City vehicles, approval workflows, etc. The overall framework, however, will be utilized to ensure that appropriate controls are in place.

This includes:

- City Manager approval for travel
- Economy class air travel
- Moderate hotel accommodations (e.g. Hilton, Marriott, Sheraton, etc.)
- Advanced purchase, as appropriate to reduce costs
- Per diem amounts as guidelines for meal expenses
- Receipts required for reimbursement

## **FISCAL IMPACT**

No new funding sources will be required for this item; rather, travel expenses will be accommodated from existing resources in the Policy and Management and Information Technology budgets.

Travel costs are anticipated to be roughly \$500 (San Francisco area) to \$1,100 (East Coast) per person per trip. Based on existing meetings and events already on the calendar, coupled with best guess estimates of future events, staff anticipates an estimated total travel budget of \$9,000 would be required. The timeframe under consideration for travel reimbursement covers from May 2016 through August of 2016 which is part of the planning process for developing the implementation plan. Staff will return to Council with any additional funding associated with this initiative once the complete plan culminating with the planned January 2017 symposium is fully developed.

## **RECOMMENDATION**

Staff requests City Council consider reimbursement of travel expenses related to the Mayor's Autonomous Vehicle Committee's participation in out-of-town meetings and conference attendance in support of the Autonomous Vehicle Program.

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David Schirmer  
Approved By

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# **Attachment 1**



Administrative Regulations  
Policy No. 3A.1  
Revised: March 29, 2012

Approved: 3/29/2012

**SUBJECT: TRAVEL AND MEETING EXPENSE POLICY**

**PURPOSE: To establish a uniform policy and procedure for reimbursing City employees for travel, meeting, and out-of-pocket expenses incurred while on official business.**

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**I. GENERAL POLICY:**

To establish policies and a basis for subsequent procedures regarding travel outside City limits for authorized activities. It is the City's policy to provide for the normal costs associated with travel for City business. Department Heads, or designees, are expected to use discretion, common sense and good business judgment when approving travel reimbursement for employees. This policy shall be administered, interpreted and implemented by the Administrative Services Director / CFO.

**II. DEFINITIONS:**

**A. City-Authorized Travel:** Authorized activity which causes a City Employee to travel outside the City limits on approved City business.

**B. Authorized Activities:** City-related business which has been approved by the City Manager, or his/her designee (for international travel); the Department Head, or his/her designee, or by action of the City Council.

**C. Categories of Travel:** For purposes of determining reimbursable expenses and record-keeping, City-Authorized Travel shall be comprised of the following three categories:

1. Category 1 – Local or All Day Travel – Local Travel shall be any activity which requires a commute that can be made in one business day and does not require overnight accommodations. Local travel must be approved by the Department Head, or designee, for City business only, and only when adequate funds have been budgeted and are available for this activity.
2. Category 2 – Overnight Travel – Overnight Travel shall be any travel activity which requires overnight accommodations. Overnight travel may be approved only by the Department Head, or designee (or the City Manager, or designee, for international travel); only for City business and only when adequate funds have been budgeted for the activity requested. For purposes of maximizing training, it is recognized that there may be instances where it is in the City's best interest to have an employee stay overnight even though all training can be accomplished in one day.
3. Category 3 – Emergency/Disaster Travel – Emergency/Disaster Travel shall be any travel that has resulted from a declared emergency. During such travel, an employee may experience out-of-pocket expenses. Such expenses will be reimbursed to the employee by the City, whether or not the City has been reimbursed from another governmental agency. In such cases, receipts must be submitted, and authorization for travel must be obtained from the Department Head. Please see the Emergency Management Policy for more information.

D. **Travel Forms/Procedures** – The Administrative Services Department will make travel forms available in the BEVY that must be used by all City Departments in connection with this Travel and Meeting Expense Policy.

III. **REIMBURSABLE EXPENSES:**

A. **Category 1 - Local Travel:** When local travel is approved, the following expenses will be reimbursed:

1. Mileage – When using a personal vehicle, calculate mileage reimbursement based on Administrative Regulation 3A.4, SECT. VI.
2. Fuel – When using a City-provided vehicle, the employee will ensure that the vehicle is adequately fueled prior to leaving the City.
3. Lunch or Dinner Per-Diem – When a meal is not provided as a part of the activity the City employee is attending, a lunch per-diem of \$15.00 and a dinner per-diem of \$25.00 shall be authorized when approved by the Department Head, or designee.
4. Registration Fees – The City will pay the employee’s costs of the program, or activity, and all required or approved fees for program materials.

B. **Category 2 - Overnight Travel:** When overnight travel is approved, the following expenses will be reimbursed:

1. Transportation – Overnight travel shall be by commercial air at the lowest published airfare available for economy class. If an employee requests the use of a personal vehicle for his or her convenience, reimbursement will be for the lesser of (i) miles driven in excess of normal commute round-trip mileage between home and the primary workplace at the current IRS mileage rate or (ii) at the lowest economy-class airfare to the destination. Travel by personal vehicle requires approval from the Department Head. For more information please refer to Administrative Regulation 3A.4.
2. Airport Parking – The City will reimburse an employee for the actual cost of standard parking at parking lots for long-term travelers. At certain airports, the City may contract with certain parking lots for discounted rates. If so, employees are encouraged to use those lots when parking at the airport. If the employee chooses not to use the contracted parking lot, the employee will be reimbursed up to the actual contracted price for parking elsewhere. In all other instances, employees who choose to use short-term or valet parking will be reimbursed at the long-term rate. When a stay of an extended duration is anticipated, the employee should commute to the airport via a shuttle service rather than park at the airport.
3. Ground Transportation – The City will reimburse the employee for the cost of taxi or shuttle service between the airport to their hotel, and other taxi rides to the airport. In circumstances where lodging or restaurants are at a location different than the training or meeting facility, the City will reimburse the employee for shuttle or taxi-cab costs from their place of lodging to these other locations.

4. Rental Cars – The City will provide a rental vehicle only when alternative transportation at the travel destination is not available, or the costs are excessive, and it is pre-approved by the Department Head. The City authorizes each employee renting a vehicle to purchase the full daily rental car insurance coverage for both liability and collision offered by the rental agency. Vehicles should be refueled prior to return to the rental agency to avoid excessive charges.
  
5. Per-Diem – For each travel day requiring overnight stay, the City will reimburse the employee a daily per-diem based on the current IRS M&IE (Meals, Incidentals & Entertainment) per-diem rate for the respective county of the travel destination. Please refer to IRS Publication 1542 at [www.irs.gov](http://www.irs.gov) for the current Per Diem Locality Rates. **Please note, the IRS web page printout must be submitted as back-up with the OFFICIAL TRAVEL REQUEST FOR WARRANT to get reimbursement** (see Addendum A). A particular locality's per diem rates can be looked up by city or zip code on the U.S. General Services Administration website at <http://www.gsa.gov/perdiem> (see addendum B- GSA per diem rates lookup page and addendum C- per diem rate sample page for 90210). Please note, the IRS or GSA website printout must be submitted as back-up with the OFFICIAL TRAVEL REQUEST FOR WARRANT to get reimbursement. Employees may request up to one additional day of per-diem when travel is required on the day before, or after, the training or meeting. Circumstances resulting in additional cost factors will be considered on a case-by-case basis and will require expense receipts if reimbursement is approved.

Reimbursement will not be made for items identified as being covered by the per-diem allowance. Per-diem expenses include, but are not limited to, the following items:

- i. Meals/Food
  - ii. Tips and gratuities for meals.
  - iii. Any incidental personal expenses.
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6. Lodging – The City will provide hotel accommodations for each scheduled day of the activity or event requiring an overnight stay. Unless approved by the City Manager, overnight lodging will only be approved when the activity or event is greater than 50 miles (one-way) from both City Hall and the employee's residence. When appropriate, an additional day of accommodations may be approved by the Department Head, or designee, prior to, or following, an event or activity. Additional days will also be considered to accommodate reduced airfares.
  
  7. Registration Fee – The City will pay the employee's costs of the event or activity and all approved fees for program materials. Books and publications received as part of the activity are considered City property.
  
  8. Family Members – Family members may share City-paid accommodations, but the employee must pay for all other costs. The City will not pay for any travel, meal, lodging, or personal costs of family members.

#### IV. Per-Diem and Actual Cost Reimbursement:

Upon approval of their respective Department Head, or designee for approved travel, all employees will receive either a per-diem or a reimbursement of actual costs. Per-diem will be paid per the prescribed IRS rates based on the county of the travel destination. The IRS or GSA website printout

must be submitted listing the applicable per-diem rate. Receipts are required to obtain reimbursement for actual costs unless a City purchase card is used.

**Procedures:**

**A. Planning Travel:**

1. General Guidelines and Rules:

- a. Use the OFFICIAL TRAVEL REQUEST FOR WARRANT located at H:\Finance\AP Forms\OFFICIAL TRAVEL REQUEST FOR WARRANT.xls, or the BEVY.
- b. Identify the funding source (program and account) and obtain approval prior to departure. (i.e.: Make sure there is enough money in your budget.)
- c. You must obtain approval from your Department Head before being reimbursed for other costs for which you would like reimbursement that may not be mentioned in this policy.
- d. You should use the City Purchase Card or City Check for expenses whenever possible, including expenses for registration fees, air travel, and lodging. If you want to pay for these types of items with your own credit card (or other means), and then expect to be reimbursed, you must first obtain approval from your Department Head (or designee) in addition to all other necessary approvals.

2. Guidelines on Travel Costs for Local Travel:

- a. Meals: If a meal is not provided as part of the authorized activity, then obtain approval from your Department Head for a lunch per-diem of \$15.00 and if required, a dinner per-diem of \$25.00.
- b. Personal Car: Please refer to Administrative Regulation 3A.4. In general, reimbursement for mileage will be calculated at the current IRS mileage rate based on the actual miles traveled.

3. Guidelines on Travel Costs for Overnight Travel:

- a. Air: Book your reservations in advance to take advantage of reduced airfares. You will be reimbursed for commercial air travel at the lowest published fare available for economy class. Use Government and group rates when available. Non-commercial flying (including rented aircraft) may not be used by, nor reimbursed to employees at any time.
- b. Personal Car: First, get approval from the Department Head. You will be reimbursed for the amount of round-trip airfare, or the appropriate mileage, whichever is less, only if you are not receiving an "auto-allowance" as defined in Administrative Regulation 3A.4. Proof of the required auto insurance must be submitted to Risk Management before departure. Please read Administrative Regulation 3A.4 for a detailed explanation.

- c. City Vehicle: If you plan on traveling in a City Vehicle, you need approval from your Department Head.
- d. Conference Registration Fees: Use the OFFICIAL TRAVEL REQUEST FOR WARRANT so conference registration fees, or other meeting fees, can be paid in advance.

4. Guidelines on Methods of Pre-Payment:

- a. *Methods of payment are the following:*
  - i. City Credit Card
  - ii. Advance Check
  - iii. Regular Check
  - iv. Actual Cost Reimbursement
- b. *City Credit Cards:* You may not use the City credit/program cards for personal expenses.
- c. *Advance Check:* An advance check is a check requested before departure to take with you to pay a vendor. While on your trip, you must keep your receipts. You can request an advanced check by completing a Request for Warrant Form located at H:\Finance\AP Forms\Request for Warrant.xls. Plan on submitting this form with enough time to process your advance check for the time you need it.
- d. *Regular Check:* A regular check processed to pay a vendor for trip expenses before departure or after your return. This check gets mailed to the vendor or can be requested for pick-up. To request a regular check for travel, you must complete a Request for Warrant Form located at H:\Finance\AP Forms\Request for Warrant.xls. Plan on submitting this form with enough time to process your regular check for the time you need it.
- e. *Actual Cost Reimbursement:* During planning, if you choose to receive actual cost reimbursement, and it's approved by your Department Head, or designee, keep track of your costs. You will need to complete the OFFICIAL TRAVEL REQUEST FOR WARRANT located at H:\Finance\AP Forms\OFFICIAL TRAVEL REQUEST FOR WARRANT.xls when you return and submit it to Accounts Payable in order to process the reimbursement. You must include your actual receipts and indicate the nature of the expense.

**B. While Traveling:**

1. Finances during travel:

- a. *Maintaining an Understanding:* By completing the OFFICIAL TRAVEL REQUEST FOR WARRANT, you should understand which expenses have already been paid, and which ones are eligible for reimbursement. You are expected to exercise good judgment in the type of expenses incurred while traveling. Expenses for the employee's spouse, or family members, are the employee's responsibility and will not be reimbursed by the City.
- b. *Unexpected Costs:*



## ADDENDUM A

**Table 3. Maximum Federal Per Diem Rates (Effective October 1, 2010 – September 30, 2011)<sup>1</sup>**

Note: The standard rate of \$123 (\$77 for lodging and \$46 for M&IE) applies to all locations within the continental United States (CONUS) not specifically listed below or encompassed by the boundary definition of a listed point. However, the standard CONUS rate applies to all locations within CONUS, including those defined below, for certain relocation allowances. (See parts 302-2, 302-4, and 302-5 of 41 CFR.)

Table 4 lists all per diem rates alphabetically by state abbreviation. Click on a link below to find rates for your state: [Alabama](#), [Arizona](#), [Arkansas](#), [California](#), [Colorado](#), [Connecticut](#), [Delaware](#), [District of Columbia](#), [Florida](#), [Georgia](#), [Idaho](#), [Illinois](#), [Indiana](#), [Iowa](#), [Kansas](#), [Kentucky](#), [Louisiana](#), [Maine](#), [Maryland](#), [Massachusetts](#), [Michigan](#), [Minnesota](#), [Mississippi](#), [Missouri](#), [Montana](#), [Nebraska](#), [Nevada](#), [New Hampshire](#), [New Jersey](#), [New Mexico](#), [New York](#), [North Carolina](#), [North Dakota](#), [Ohio](#), [Oklahoma](#), [Oregon](#), [Pennsylvania](#), [Rhode Island](#), [South Carolina](#), [South Dakota](#), [Tennessee](#), [Texas](#), [Utah](#), [Vermont](#), [Virginia](#), [Washington](#), [West Virginia](#), [Wisconsin](#), [Wyoming](#)

| State         | Key City <sup>2</sup>   | County and/or Other Defined Location <sup>3,4</sup> | Effective Dates | Computing Maximum Rate |           |                       |
|---------------|---|---|-----------------|------------------------|-----------|-----------------------|
|               |   |   |                 | Maximum Lodging Rate   | M&IE Rate | Maximum Per Diem Rate |
| AL            | Birmingham  | Jefferson, Shelby                                   | All year        | \$ 88                  | \$56      | \$144                 |
|               | Gulf Shores   | Baldwin   | 1/1 - 5/31      | 101                    | 51        | 152                   |
|               |   |   | 6/1 - 7/31      | 126                    | 51        | 177                   |
|               |   |   | 8/1 - 12/31     | 101                    | 51        | 152                   |
| Huntsville    | Madison, Limestone  | All year  | 86              | 51                     | 137       |                       |
| Mobile        | Mobile  | 1/1 - 2/28  | 98              | 51                     | 149       |                       |
|               |   | 3/1 - 12/31   | 90              | 51                     | 141       |                       |
| AR            | Hot Springs   | Garland   | All year        | 101                    | 46        | 147                   |
|               | Little Rock   | Pulaski   | All year        | 88                     | 61        | 149                   |
| AZ            | Grand Canyon, Flagstaff   | Coconino (except city limits of Sedona), Yavapai    | 1/1 - 2/28      | 77                     | 66        | 143                   |
|               |   |   | 3/1 - 10/31     | 95                     | 66        | 161                   |
|               |   |   | 11/1 - 12/31    | 77                     | 66        | 143                   |
|               | Kayenta   | Navajo  | 1/1 - 4/30      | 77                     | 46        | 123                   |
|               |   |   | 5/1 - 9/30      | 89                     | 46        | 135                   |
|               |   |   | 10/1 - 12/31    | 77                     | 46        | 123                   |
|               | Phoenix, Scottsdale   | Maricopa  | 1/1 - 5/31      | 126                    | 71        | 197                   |
|               |   |   | 6/1 - 8/31      | 81                     | 71        | 152                   |
| 9/1 - 12/31   |   |   | 106             | 71                     | 177       |                       |
| Sedona        | City limits of Sedona   | 1/1 - 2/28  | 129             | 66                     | 195       |                       |
|               |   | 3/1 - 4/30  | 145             | 66                     | 211       |                       |
|               |   | 5/1 - 12/31   | 129             | 66                     | 195       |                       |
| Sierra Vista  | Cochise   | All year  | 81              | 46                     | 127       |                       |
| Tucson        | Pima  | 1/1 - 1/31  | 93              | 56                     | 149       |                       |
|               |   | 2/1 - 5/31  | 111             | 56                     | 167       |                       |
|               |   | 6/1 - 8/31  | 77              | 56                     | 133       |                       |
|               |   | 9/1 - 12/31   | 93              | 56                     | 149       |                       |
| Yuma          | Yuma  | All year  | 81              | 46                     | 127       |                       |
| CA            | Antioch, Brentwood, Concord   | Contra Costa  | All year        | 101                    | 66        | 167                   |
|               | Barstow, Ontario, Victorville   | San Bernardino                                      | Before 4/01/11  | 83                     | 56        | 139                   |
|               |   |   | After 3/31/11   | 99                     | 56        | 155                   |
|               | Benicia, Dixon, Fairfield   | Solano  | All year        | 84                     | 56        | 140                   |
|               | Death Valley  | Inyo  | All year        | 92                     | 46        | 138                   |
|               | Eureka, Arcata, McKinleyville   | Humboldt  | 1/1 - 5/31      | 82                     | 61        | 143                   |
|               |   |   | 6/1 - 8/31      | 92                     | 61        | 153                   |
|               |   |   | 9/1 - 12/31     | 82                     | 61        | 143                   |
| Fresno        | Fresno  | All year  | 91              | 61                     | 152       |                       |
| Los Angeles   | Los Angeles (except the city of Santa Monica), Orange, Ventura; Edwards AFB | All year  | 123             | 71                     | 194       |                       |
| Mammoth Lakes | Mono  | All year  | 116             | 61                     | 177       |                       |

## ADDENDUM B

WHAT GSA OFFERS | DOING BUSINESS WITH GSA | LEARN MORE | BLOG

Home > Policy & Regulations > Travel, Transportation, & Relocation > Travel Management > Per Diem > Per Diem

## Per Diem Rates

Rates are set by fiscal year, effective October 1. Find current rates in the continental United States ("CONUS Rates") by searching below with city and state (or ZIP code), or by clicking on the map. Find previous rates by selecting year in the pulldown and clicking on the map.

**SEARCH BY CITY, STATE OR ZIP CODE (current fiscal year)**

Enter your city \_\_\_\_\_ OR Enter your ZIP Code \_\_\_\_\_ **FIND PER DIEM RATES**

Select a State \_\_\_\_\_

**SEARCH BY STATE**

Find Rates for: **Fiscal Year 2012 (Current Year)**

**CONTACTS**

- Additional Contacts for
- Travel Management Policy

**On the go?**

Get the mobile app for government Per Diem rates

**TAX QUESTIONS?**

Have a question about per diem and your taxes? Please contact the Internal Revenue Service at 800-829-1040 or visit [www.irs.gov](http://www.irs.gov). GSA cannot answer tax-related questions or provide tax advice.

**Per diem rates all in one file**

Download the searchable EXCEL file

### ADDENDUM C

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Home > Policy & Regulations > Travel, Transportation, & Relocation > Travel Management > Per Diem > Per Diem Rates > Per Diem Rates Look-Up

## FY 2012 Per Diem Rates for ZIP 90210

(October 2011 - September 2012)

**SEARCH BY CITY, STATE OR ZIP CODE**

Enter your city \_\_\_\_\_ OR Enter your ZIP Code **90210** **FIND PER DIEM RATES**

[Per Diem Map >](#)

**ADDITIONAL PER DIEM TOPICS**

- Meals & Incidental Expenses Breakdown (M&IE)
- FAQs
- State Tax Exemption Forms
- Factors Influencing Lodging Rates
- FY 2012 Per Diem Highlights
- Fire Safe Hotels
- Have a Per diem Question?
- Downloadable Per Diem Files

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the [National Association of Counties \(NACo\) website \(a non-federal website\)](#).

**The following rates apply for 90210**

| Primary Destination* (1) | County (2, 3)  | Max lodging by Month (excluding taxes) |     |     |      |     |     |     |     |     |     |     |     | Meals & Inc. Exp.** |    |
|--------------------------|--|--|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|---------------------|----|
|                          |  | 2011                                   |     |     | 2012 |     |     |     |     |     |     |     |     |                     |    |
|                          |  | Oct                                    | Nov | Dec | Jan  | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep |                     |    |
| Los Angeles              | Los Angeles, Orange, Ventura, and Edwards AFB, less the city of Santa Monica | 125                                    | 125 | 125 | 125  | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125                 | 71 |

\*NOTE: Traveler reimbursement is based on the location of the work activities and not the accommodations.  
 \*\*Meals and Incidental Expenses, see Breakdown of M&IE Expenses for important information on first and last days of travel.