



CITY OF HOUSTON

Administrative Procedure

Subject: **Authorization and Reimbursement for Local and Out-of-Town Travel and Travel Related Expenses**

A.P. No:

2-5 Revised

Effective Date:

Upon Approval

1. AUTHORITY

- 1.1 City of Houston Code of Ordinances, Sections 2-31 through 2-33.
- 1.2 Article VI, Section 7a, of the City Charter of the City of Houston.

2. PURPOSE

- 2.1 Establish a well-defined travel and payment/reimbursement policy and procedure that will provide administrative and financial controls. This will provide complete and timely payments/reimbursements, and advances for travel and travel-related expenses.

3. OBJECTIVE

- 3.1 To outline standardized travel authorization and reimbursement procedures that are uniform and applied consistently Citywide for all persons to achieve maximum economy and efficiency.
- 3.2 To outline procedures for obtaining prior approval to attend and make payments or receive reimbursements for expenses at which City business is transacted (i.e., local and out-of-town conventions, conferences, workshops, training and meetings).
- 3.3 To outline deadlines for completing reconciliations and liquidations for strict adherence and compliance.
- 3.4 To ensure accountability and transparency to taxpayers by reimbursing travel-related expenditures on the basis of actual and per diem costs and by adopting a maximum daily allowance for lodging.

4. SCOPE

- 4.1 This procedure is applicable to all City employees, elected officials, temporary/emergency appointments, temporary employees and unpaid persons (see definitions below for temporary/emergency appointments, temporary employees and unpaid persons).

Approved:

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John Whitmire

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Date Approved:

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5. DEFINITIONS

Actual Expenses - Expenses supported by receipts, detailing items purchased.

Approving Authority - The person/persons designated (in Section 6 and elsewhere as noted in this Administrative Procedure) as being responsible for verifying accuracy and completeness when approving the travel requests and the travel-related expenses for a given employee or official.

Assigned Place of Work - Includes the employee's work location, approved conference, training, or meeting.

Contractor/Consultant - Any person or legal entity and their agents that provides goods, labor, or services to the City by contract for profit, whose travel and method of payment is specified in the contract and should not use the travel forms outlined in this policy.

Employee - Salaried, hourly paid City employees, all elected officials, temporary/emergency appointments, temporary employees and unpaid persons.

Employee's Work Location - The physical location to which an employee would normally report to work.

Foreign Travel - Travel to a destination outside of the contiguous 48 states of the United States or travel to Alaska or Hawaii.

General Services Administration (GSA) Schedule - Travel expense schedule adopted by the City. A current schedule can be found at www.gsa.gov (click on per diem rates).

Local Travel - A destination to which it can be reasonably expected that an employee can travel, conduct business and return within a business day.

Meal Per Diem - A daily allowance granted to an employee to cover the cost of meals, to include gratuity.

Occasional Mileage - Mileage incurred through the use of a privately owned vehicle while on City business that does not require a Travel Authorization Form (i.e., meetings, training).

Optional Air Travel Expenses - City related expenses incurred in addition to standard flight fees. Examples of these expenses include, but are not limited to, extra leg space, extra seating space, extra baggage, overweight baggage, advanced seating selection, non-electronic booking fees, baggage insurance, boarding pass printing charges, pet travel, change fees and pillows/blankets.

Out-of-Town Travel - A destination to which it cannot be reasonably expected that an employee can travel, conduct business and return within a business day.

Purchasing Card (P-Card) - A credit card issued for small dollar purchases of contracted and non-contracted goods and/or services necessary for official City business. The P-Card is issued to an individual City employee for purchases by the designated employee only.

Required Receipt(s) - Receipts are required from all persons for all eligible expenses. Either an original or legible copy is acceptable. A print out of an electronic receipt is also acceptable. These receipts must be itemized even if a summary of total receipts is given. Receipts for meals are not required as they are included as a part of the meal per diem.

Temporary Employee - An employee of one of the City's contracted staffing agencies, working on temporary assignment in a City department, whose travel has been approved by the department director or designee.

Travel Agency - An agency where the planning of a trip is facilitated through a travel agent.

Travel Service - A website that generates trip planning schedules and costs that may be used to book travel without the assistance of a travel agent.

Unpaid Person - A volunteer who serves on any board or commission for the City of Houston or one who serves in another capacity on behalf of the City whose travel has been approved by the Mayor.

6. RESPONSIBILITIES

- 6.1 Approving Authorities - Determine if the requested travel expense is to conduct official City business that relates directly to the duties and responsibilities of the employee and will ensure that funds are available to cover the related travel expenses. All approving authorities are responsible for verifying the accuracy and completeness of each travel request.
 - 6.1.1 Mayor - Shall approve travel documents for the Mayor's Staff, Mayor Pro Tem, Department Directors, unpaid persons, temporary/ emergency appointments, and all foreign travel.
 - 6.1.2 Mayor Pro Tem - Shall approve travel documents for City Council members.
 - 6.1.3 City Controller or City Controller's Designee - Shall approve travel documents for all City Controller's Office staff, including foreign travel. Duplicates of the City Controller's travel documentation should be forwarded to the City Secretary.
 - 6.1.4 City Council Members - Shall approve travel documents for their respective staff members.
 - 6.1.5 Department Directors or Designee - Shall approve travel documents for all subordinate staff in their departments.
- 6.2 Travel advances and payment/reimbursements – The City Controller's Office is responsible for making a direct deposit (to employees' bank account) for travel cash advances and travel expense reimbursements.
- 6.3 Retention of travel-related documents – In accordance with the period specified for accounts payable document retention, copies of all signed travel request forms must be maintained by the department for three (3) years unless a longer retention period is required due to grant stipulations or other similar rules.

7. PROCEDURES

- 7.1 The Mayor must approve in writing any deviations from this Administrative Procedure. A copy of any such deviation is to be sent to the Director of the Administration and Regulatory Affairs Department (ARA) and the Controller's Office.
- 7.2 All employees must obtain prior approval for travel within the contiguous 48 states of the United States on the Travel Authorization Request Form (Appendix B).
- 7.3 Request for travel outside the contiguous 48 states of the United States must be approved by the Mayor prior to travel.
- 7.4 Requests for Cash Advance:

- 7.4.1 In order to receive a cash advance, both the Request for Travel Advance (Appendix C) and the Travel Authorization Request form (Appendix B) must be signed by the appropriate approving authority before being submitted to the Controller's Office
- 7.4.2 Requests must include a clear explanation of the business-related purpose of the travel. Requests for cash advances shall be submitted to the Controller's Office at least seven (7) working days prior to the anticipated date of departure.
- 7.4.3 An employee may be denied a travel cash advance if he/she:
 - 7.4.3.1 Requests the advance less than seven (7) working days before the advance is needed;
 - 7.4.3.2 Has not submitted an expense report for previously completed travel;
 - 7.4.3.3 Has not reimbursed the City for a travel advance that exceeded the actual cost of travel which has been completed; or
 - 7.4.3.4 Requests less than \$100 for travel cash advance.
- 7.5 Use of the P-Card for payment of approved travel-related expenses:
 - 7.5.1 Requires prior written approval from the Mayor; and
 - 7.5.2 Submission of this approved letter must be forwarded to the P-Card Administrator in FIN Strategic Purchasing Division (SPD) to update the cardholder's profile for acceptance of travel-related purchases.
 - 7.5.3 This P-Card profile amendment request may be continuously in effect if a department describes this necessity in the request letter.
- 7.6 Departments may further define this Administrative Procedure as appropriate for its operations. This may include the requirement of itemized receipts for meals.
 - 7.6.1 If a department chooses to require itemized meal receipts for reimbursements, those employees affected will not be granted a per diem. However, daily meal purchases may not exceed the per diem limit, which includes gratuity.
 - 7.6.2 In instances where travel is grant funded, procedures for reimbursement shall align with protocols established by the grant agreement. Departments exercising exclusions to this policy that stem from external grant stipulations shall document these exceptions and send copies to the Controller's Office for review.

8. LOCAL TRAVEL

- 8.1 Eligible expenses for local travel:
 - 8.1.1 Registration Fees: Actual cost for registration fees (and meals if included in fee) at a conference or meeting when attendance is approved in advance and is required of the job or in the interest of the City. Such fees must be supported by receipts and other documentation as required (e.g., brochures) by the approving authority.

- 8.1.2 Transportation: If a City vehicle is available for use, employees shall use this method of transportation. If a City vehicle is not available, an employee may use his/her personally owned vehicle (see Administrative Procedure 2-2 for employee driving guidelines).
- 8.1.3 Mileage to locations: An Internet mapping source, such as mapquest.com, shall be used to calculate mileage and attached to the expense report.
- 8.1.4 Mileage Reimbursement: Mileage reimbursement will be made for authorized business-related travel that occurs after an employee reaches his/her assigned place of work in a given shift. Reimbursement may also be made to designated on-call employees using a personally owned vehicle while conducting authorized business-related travel.
- 8.1.4.1 An employee's assigned place of work may change based on the circumstances (e.g., training class, conference, meeting, support of another City facility).
- 8.1.4.2 An employee's assigned place of work may be assigned only once for a single shift.
- 8.1.4.3 No other local travel mileage reimbursement shall be made.
- 8.1.5 Mileage Reimbursement Rates: Guidelines for mileage reimbursement rates associated with the use of a personal vehicle are published by the IRS and may be considered when establishing the current mileage reimbursement rate. Notice of rate revision will be made by the Director of ARA, without further alteration to or revision of this policy.
- 8.1.6 Travel Authorization Mileage Reimbursement: For use of a personally owned vehicle associated with a Travel Authorization Request Form (Appendix B) must be calculated on the Travel Expense Report (Appendix D) and submitted within fifteen (15) calendar days after returning from the trip.
- 8.1.7 Occasional Mileage Reimbursement: For use of a personally owned vehicle not associated with a Travel Authorization Request shall be:
- 8.1.7.1 Submitted for a minimum amount of \$30.00 dollars due the first of each month unless it is the close of the fiscal year. An employee's submissions may be combined to reach the threshold amount;
- 8.1.7.2 Reported on and reimbursed using the Occasional Mileage log (Appendix G) or reimbursed out of the Petty Cash fund in accordance with the Revised Petty Cash Fund Policy & Procedures (AP 5-3 Revised).
- 8.1.7.3 Considered for denial if the reimbursement requests are not filed in the above prescribed manner.

8.1.8 Parking Reimbursement: Parking fees are reimbursable with or without a Travel Authorization Request for City or personally owned automobiles. A receipt, or if a parking receipt is not available (i.e., unattended parking lots), a log identifying name and location of the parking lot and the phone number of the parking lot company (if available) must be submitted with the expense report to receive reimbursement for parking. When parking at a parking meter, the employee must submit a copy of the meter receipt or if not available, log the time, general location and amount paid to the meter.

8.1.8.1 Parking Reimbursements may be combined with the Occasional Mileage Reimbursement.

8.1.8.2 Parking Reimbursements not using the Travel Authorization Request shall be reported on and reimbursed using the AP 4-11 Direct Payment Form or reimbursed out of the Petty Cash fund in accordance with the Revised Petty Cash Fund Policy & Procedures (AP 5-3 Revised) and shall be considered for denial if the reimbursement requests are not filed in the above prescribed manner.

8.2 Ineligible expenses applicable for local travel include:

8.2.1 Reimbursement for meals outside of those included in the registration fee;

8.2.2 Alcoholic beverages;

8.2.3 Personal vehicle mileage reimbursement for local travel if the employee receives a monthly car allowance. (see exception for out-of-town travel in section 9.1.11.4, of this policy);

8.2.4 Car rental insurance;

8.2.5 Travel expenses between a City employee's residence and the assigned place of work. For example, if an employee drives from his place of residence directly to the assigned work place and back to his residence, no payment shall be made (see exception for out-of-town travel in section 9.1.11.3); and

8.2.6 Other expenses determined by the approving authority to be non-essential or otherwise unrelated to City business.

9. OUT-OF-TOWN TRAVEL

9.1 Eligible expenses for out-of-town travel:

9.1.1 Hotel: Single room occupancy lodging costs will be reimbursed at actual cost supported by an itemized receipt, not to exceed the maximum daily allowance for the designated geographical area.

9.1.1.1 The pretax GSA daily lodging allowance shall be used to determine the maximum amount that may be reimbursed. GSA allowance rates may be obtained at www.gsa.gov.

- 9.1.1.2 Under special circumstances, an approving authority may determine that local conditions necessitate a higher lodging rate. The relevant circumstances supporting the determination must be documented on the Appendix B. The approved higher lodging cost will be reimbursed at actual cost and must be supported by an itemized receipt.
- 9.1.1.3 Established conference rates may be used in lieu of the GSA daily lodging rate with supporting documentation.
- 9.1.1.4 Government Rates: Employees are encouraged to request "government rates" when making travel arrangements.
- 9.1.1.5 Hotel Tax: For travel destinations within the State of Texas, the employee shall make every effort to have the hotel tax exempted by submitting the City tax exemption letter (Exhibit C) when making a reservation. In the event the hotel tax is not exempted, the expense will be reimbursed at the amount detailed on the receipt.
- 9.1.1.6 Employee Traveling with Family Members: An employee may be accompanied by his/her spouse or family member while on travel status; however, the employee will not be reimbursed for expenses incurred by the spouse or family member, including the incremental difference charged for a hotel accommodation for two or more persons.
- 9.1.1.7 Employee Traveling with Personal Leave/Vacation: An employee may request personal leave/vacation to spend at a travel destination; however, the employee will not be reimbursed for additional expenses incurred while on leave/vacation, including incremental differences charged for airfare or lodging. The employee shall complete an Appendix B disclosing the incremental difference, if any, to obtain approval for this type of travel.

9.1.2 Meals (including tips):

9.1.2.1 The employee meal per diem includes gratuity and shall be determined by location which is categorized below:

9.1.2.1.1 Tier 1 reimbursement rate; \$66.00: Travel to Boston, Chicago, Los Angeles, Miami, New York, San Diego, San Francisco, and Washington D.C..

9.1.2.1.2 Tier 2 reimbursement rate; \$61.00: Travel to all other locations inside the 48 contiguous United States.

9.1.2.1.3 The Director of ARA may amend the employee meal per diem rates without further revision to this policy.

9.1.2.2 Allowance for meals shall be pro-rated for the day of departure and the day of return according to the number of meals the time frame of travel actually covers. The approving authority shall determine the number of meals eliminated through pro-rating.

- 9.1.2.2.1 Meal times shall be reimbursed according what is appropriate for the arranged travel. Appropriately rounded figures for breakfast total \$15/\$16 (25% of per diem), for lunch \$18/\$20 (30% of per diem) and for dinner \$28/\$30 (45% of the per diem).
 - 9.1.2.2.2 Guidelines for meal times include travel that occurs during the hours of 5:00 a.m. – 10:59 a.m. for breakfast, 11:00 a.m. – 3:59 p.m. for lunch, and 4:00 p.m. – 11:59 p.m. for dinner.
 - 9.1.2.2.3 Allowance for meals shall be extended to include the entire day of departure if an airline flight leaving before 11 a.m. is being used for travel.
- 9.1.2.3 Allowance for meals may be pro-rated on days that include events or gatherings that the City has funded for the employee and that also include a meal in accordance with 9.1.2.2.1. The substance of the meal and dietary requirements may be considered.
- 9.1.2.4 The GSA meal and incidental rates shall be used when determining per diem amounts when conducting international travel.
- 9.1.3 Parking: Parking fees are reimbursable for City or personally owned automobiles. A receipt, or if a parking receipt is not available (i.e., unattended parking lots), a log identifying name and location of the parking lot and the phone number of the parking lot company (if available) must be submitted with the expense report to receive reimbursement for parking. When parking at a parking meter, the employee must log the time, general location and amount paid to the meter.
- 9.1.4 Telephone calls and other business communication: Expenses for telephone, overnight mail, Internet usage, and fax for City business are reimbursable, but must be listed on the expense report and must be supported by an itemized bill or receipt.
- 9.1.5 Registration Fees: Registration fees for local and out-of-town conventions, conferences and workshops are eligible expenses. These must be supported by receipts and other documentation as required (i.e., brochures) by the approving authority.
- 9.1.6 Tips/Gratuities: Reasonable tips and gratuities of \$5 or less per occurrence for services other than meals may be reimbursed. Such tips and gratuities must be specified on the expense report and must include logs indicating the amount and purpose of each tip. Non-reimbursable gratuities include:
 - 9.1.6.1 Maid service; and
 - 9.1.6.2 Services that aren't necessary for conducting City business such as a haircut or valet parking.
- 9.1.7 Transportation:
 - 9.1.7.1 Air Travel: E-Ticketing is the preferred method of purchase whenever possible. Coach class travel is required.

9.1.7.1.1 Employees may fly first or business class with prior written approval from the Mayor when taking a different flight would make it impossible to complete the City's business to be transacted; or taking a different flight would result in a higher total cost for the travel (i.e., require an extra night's lodging that exceeds the extra cost of the air travel).

9.1.7.2 Airline tickets purchased by employee: Tickets paid for by an employee cannot be reimbursed until after travel has been completed. The employee must include the canceled ticket stub as a receipt when reimbursement is requested. In the event that the canceled ticket stub receipt/ticket is not available, a certification obtained through the airline or a copy of the order for e-tickets provided by the airline (i.e., screen print, fax) must be submitted with the expense report.

9.1.7.3 Air travel changes: When it is necessary that the employee change his/her departure or return times, the lowest possible fare should be obtained.

9.1.7.4 Air travel upgrades: Employees are prohibited from using their position with the City to obtain free or discounted upgrades on tickets to a higher class of seating.

9.1.7.4.1 Incremental differences incurred through upgraded seating charges are not a reimbursable expense.

9.1.7.5 Private Aircraft: An employee may use his/her privately-owned or leased aircraft for official travel if the cost of this mode of transportation does not exceed the cost of round trip transportation using a commercial airline or if it is determined by the Mayor to be more efficient or otherwise in the City's best interest. Reimbursement for private aircraft travel expenses will be paid at the current standard mileage reimbursement rate established by the City.

9.1.7.6 Optional air travel expenses may be approved only if necessitated by the conduct of City business or a verified medical condition. For privacy reasons, the specifics of the medical condition need not be known, but must be documented by a physician. These expenses shall be considered and authorized at the department level.

9.1.7.6.1 The length of travel may be considered when determining luggage fee permissions.

9.1.7.6.2 At a minimum, a personal carryon bag and one personal checked bag are reimbursable expenses.

9.1.7.6.3 If for any reason an employee has cause to amend their flight plan to a new date/time, the applicable change fees must be approved by the employee's supervisor in writing. Incremental differences incurred due to these flight plan amendments, which are not caused by the conduct of City business or a verified medical condition, is the responsibility of the employee to pay.

9.1.7.6.4 The Controller's Office may challenge the nature of optional air travel expenses as it applies to the conduct of City business or medical condition. If a particular expense is deemed to be inappropriate, the expense shall not be reimbursed; thereby becoming the responsibility of the employee who incurred the expense.

9.1.8 Car Rental: The rental of an automobile must be authorized by the approving authority on the Travel Authorization Request. A car rental should be allowed only when it can be demonstrated that the rental is essential to the purpose of the trip and/or is more cost effective than other ground transportation alternatives.

9.1.8.1 Car Rental Insurance/Out-of-State Travel Only: When an employee's destination is out-of-state and a car rental is needed, they must purchase the Loss Damage Waiver (LDW) coverage or Collision Damage Waiver (CDW) and the Supplemental Liability/Additional Liability Coverage. (The names of these types of coverages may vary from state to state.) Employees should review the car rental agreement insurance provision to ascertain what actions, if any, void coverage (for example, reckless error caused on the employee's part).

9.1.9 City-owned Vehicle: City-owned vehicles may be used for travel with the prior approval of the department director or designee when this mode of travel is the most cost effective. When City-owned vehicles are used, employees will pay for gasoline, oil and emergency repairs, which will be reimbursed if these purchases are supported by receipts that show the date, time, and location of the purchases.

9.1.10 Ground Transportation: Taxicab, van, car rental, bus, shuttle bus, subway, toll road fares, etc., will be reimbursed at cost. The least expensive of these modes of ground transportation should be used whenever possible.

9.1.10.1 A log listing dates, the origin/destination of travel, and cost per trip are required for reimbursement.

9.1.10.2 A receipt must contain charges clearly related to ground transportation. If obtaining a receipt is not possible, the employee must provide a written explanation to the approving authority's satisfaction to be reimbursed.

9.1.11 Personal Vehicle: An employee may use his/her personally owned vehicle for out-of-town travel if prior written approval is obtained from the Department Director or designee and the mode of transportation is determined to be a reasonable utilization of employee time and the cost does not exceed the cost of round trip transportation using other modes of transportation (the cost of parking should be included in the estimate).

9.1.11.1 Joint Travel: When two or more employees are traveling together in the same vehicle, the combined cost of all employees traveling should be used to evaluate the relative cost effectiveness of the private vehicle. Reimbursement for vehicle related expenses to only one traveler is allowed.

- 9.1.11.2 Mileage Reimbursement: Use of a personally owned vehicle associated with out-of-town travel must be calculated on the travel expense report and submitted within fifteen (15) calendar days after completion of the trip.
- 9.1.11.3 Mileage to Locations: An Internet mapping source such as mapquest.com shall be used to calculate mileage. If travel starts the employee's workday, readings from employee's residence or work location site (whichever is shorter) to the travel destination and return shall be used to calculate mileage.
- 9.1.11.4 Monthly Car Allowance: Employees who receive a monthly car allowance are also eligible for out-of-town personal vehicle mileage reimbursement if prior written approval is obtained from the Mayor.

9.2 Ineligible travel expenses applicable for out-of-town travel:

- 9.2.1 Alcoholic Beverages;
- 9.2.2 Employee time and expense: Travel expense and/or time incurred prior to or after official City business travel will not be reimbursed or allowed as administrative leave. Leave time taken in this situation must be charged to vacation, or if the employee is eligible, to compensatory time, and is subject to approval by the approving authority;
- 9.2.3 Entertainment Expenses: Books, magazines, newspapers, in-room movies, theater tickets, sporting events, etc.;
- 9.2.4 Travel Agency Fees: Travel agency fees will not be reimbursed and use of a travel agency is prohibited when planning business related travel. This restriction does not preclude the use of a travel service;
- 9.2.5 Dry cleaning and clothes laundering expenses unless specifically approved by the department director; and
- 9.2.6 Other expenses as determined by the approving authority to be non-essential or otherwise unrelated to City business.

10. RECONCILIATION OF TRAVEL-RELATED EXPENSES

10.1 Travel Expenses Summary (Appendix D): Except in the case outlined in Section 9., a reconciliation of all travel-related expenses incurred while conducting official business for the City must be completed by submitting the required expense statements within fifteen (15) calendar days after completion of the trip (collection period deadline). Should the final day occur during the weekend or holiday, these documents shall be turned in by the following business day. The expense report must be signed by the employee and the approving authority. All required receipts must be attached.

- 10.1.1 If a travel expense reimbursement is due to the employee, the Controller's Office will make a direct deposit to the employee's bank account.
- 10.1.2 If travel reimbursement is due the City, the employee should submit a personal check or money order for the amount due in full. Failure to follow this protocol will result in liquidation of the travel cash advance, pursuant to section 11 below.

10.1.3 Pursuant to section 16, disciplinary action may be taken against employees that fail to meet the collection period deadline.

10.2 Requests for a travel cash advance on purchases that have been or are planned to be purchased by P-Card (or other City funded source) is strictly prohibited and subject to disciplinary action.

10.3 An employee who submits a check that is rejected for insufficient funds shall be charged a fee established by section 2-139 of the Code of Ordinances. This charge may be added to the total amount owed by the employee.

10.3.1 If this occurs after the collection period deadline, payroll liquidation of the travel advance shall be performed in accordance with section 11.

10.3.2 A department may revoke an employee's ability to reconcile expenses with a personal check once a check has been returned for insufficient funds. If the privilege is revoked, a money order shall be the only form of acceptable payment.

11. PAYROLL LIQUIDATION OF TRAVEL CASH ADVANCE

11.1 Liquidation of Cash Advance (Appendix C): All cash advances must be liquidated following the collection period deadline.

11.1.1 If the cash advance is not liquidated and/or if any excess is not repaid to the City by the collection period deadline, the employee authorizes the City to deduct the entire cash advance from paycheck(s) in the immediate future. (IRS rules require that any balances due to the City past 120 days, be counted as taxable income. These balances are still required to be repaid to the City).

11.2 Notification of Liquidation: Prior to the employee's payroll deduction:

11.2.1 The department's accounts payable coordinator will notify the employee that the collection period deadline has passed and will give the employee a copy of the Appendix C indicating the full amount to be deducted during the next pay cycle.

11.2.1.1 At this point, the payroll deduction will proceed even if the required documentation is submitted by the employee.

11.2.2 The department's accounts payable coordinator will then forward a copy of the Appendix C and a memo requesting the deduction to the ARA Payroll Services Division to process the payroll deduction.

11.2.3 Upon completion of the payroll deduction, ARA Payroll Services will forward the Appendix C to the Controller's Office indicating the completion date.

11.2.4 Once a complete travel expense report has been submitted by the employee and processed/approved by the department, action shall be taken to fully reimburse the employee, if eligible, in a paycheck subsequent to the deduction.

11.3 Cancelled Travel: The employee must provide reimbursement to the City by submitting a personal check or money order in the amount of the cash advance within 10 (ten) days of becoming aware that his/her trip has been canceled. If mitigating circumstances arise, the approving authority may substitute another employee. The originally scheduled employee is still responsible for reimbursement of any cash advance he/she received.

11.3.1 Failure on the part of the employee to reimburse the City within 10 (ten) calendar days shall activate paycheck deduction procedures as described in 11.1.1.1.

12. DEPARTMENT DIRECTORS' PERSONAL LEAVE & TRAVEL ITINERARY (Appendix B)

12.1 A completed Travel Authorization Form (Appendix B) must be submitted to the Mayor for approval prior to departure for all travel (See section 6.1.1 of this policy). This form should be attached with the expense report when submitted to the Controller's Office.

13. SUPPLEMENTAL TRAVEL FUNDING (Exhibit B)

13.1 If any or all of the costs of city business travel or travel-related expenses of salaried and non-salaried employees or elected officials of the city are paid from non-city sources (other than by the employee or elected official or by a person related to the employee or elected official within the second degree of affinity or consanguinity), then the person(s) traveling shall supplement the information required by this administrative procedure applicable to the travel by disclosing the source and amount of the funding and the amount of the expenses on a travel expense report, and travel-related log filed in accordance with this administrative procedure.

13.2 If the expenses are not completely known as of the date of the report, then the expenses shall be estimated and later updated by memorandum whenever the expenses and source(s) of funding are completely known, but not later than ten (10) business days subsequent to the employee's return.

13.3 The funding sources and expense amounts disclosed pursuant to this section shall include those of any person accompanying the salaried or non-salaried city employee or elected official who is related to the employee or elected official within the first degree of affinity or consanguinity, except when the relative pays for his own travel or it is paid by another person related to the employee or elected official within the second degree of affinity or consanguinity.

14. ACCOMPANYING TRAVELERS (Exhibit A)

14.1 If other travelers accompany a salaried or non-salaried employee or elected official of the City as part of a trade or economic mission and the co-travelers are part of the City coterie, then the names of such co-travelers shall be disclosed in the travel expenses report and travel-related log in a separate exhibit entitled, "Accompanying Travelers," which shall be filed in accordance with this administrative procedure.

15. FILING REQUIREMENTS

15.1 A duplicate copy of travel expenses reports and travel-related logs containing information required to be reported under section 13 & 14, together with any updating memoranda, shall be filed with the City Secretary at the same time they are filed in accordance with this administrative procedure. The City Secretary shall maintain such reports in a manner that is accessible to the public during regular business hours.

16. NON-COMPLIANCE

16.1 Employees may be subject to disciplinary action up to and including indefinite suspension/termination.

16.2 Employees may be required to reimburse the City for unauthorized personal expenses. If the employee fails to reimburse the City for unauthorized personal expenses upon request, the following will apply:

16.2.1 Possible permanent loss of P-card use

16.2.2 Deduction from paycheck

17. APPENDIX

17.1 Appendix B - Travel Authorization Request Form

17.2 Appendix C - Request for Travel Advance

17.3 Appendix D - Travel Expenses Summary Report & Log

17.4 Appendix G - Occasional Mileage

17.5 Exhibit A - Accompanying Travelers

17.6 Exhibit B - Supplemental Travel Funding

17.7 Exhibit C - City of Houston Tax Exemption Letter

17.8 Memo A - Mileage Reimbursement Revision