



**ADDENDUM
CITY OF AUSTIN, TEXAS**

Solicitation: TVN0059

Addendum No: 2

Date of Addendum: 3/23/2016

This addendum is to incorporate the following changes to the above referenced solicitation:

I. Questions:

Q1: Why is the City seeking a consultant at this point in their recover?

A1: The City is still in the process of requesting reimbursement for both events.

Q2: The RFP title and the "PURPOSE" section speak to other federal agency assistance, beyond just FEMA-related support, but the scope of work itself seems focused entirely on FEMA program activities. Can you please clarify if the scope of work is meant to cover other federal agency program support needs as well as just FEMA.

A2: Some projects may not fall under the jurisdiction of FEMA so there is a possibility the City may need to seek alternate grant funding. The same documentation would potentially be used.

Q3: Should proposals include job titles and an approach that includes more than just FEMA work?

A3: We are looking for Public Assistance/Disaster Reimbursement assistance, which is almost wholly in the realm of FEMA, but we will not categorically limit it to just FEMA in case there is some other form of assistance that we can avail of. You may include an approach that includes more than just FEMA work, if it is a system or process that will make disaster recovery more efficient, or if it would include other sources of federal funding

Q4: The RFP references possible work associated with disaster events in both 2013 and 2015, but does not provide any detail on the amount and types of losses Austin experienced from these events (e.g., how many FEMA Project Worksheets; of those, how many are large vs. small projects; how many of the PWs remain open and/or are being contested; etc.). Can you provide additional information on how much work you anticipate for the contractor as a result of these events?

A4: The main focus of this work will be on DR-4245. However, several locations damaged in DR-4245 were previously damaged in the other two disasters so it is impossible to fully extract them from those disasters or for a contractor to work on them without understanding the prior history. Subject matter expertise may also be needed for projects in the two previous disasters and the consultant would charge their time for such expertise but there would be no deliverables associated with this. We do not know how many PWs there are under 4223 because FEMA is still developing them. I would estimate that 90% of the contractor's work would be directly on 4245. This includes recommended improvements to City processes as they relate to disasters.

Q5: Because the RFP expresses interest in case studies / references that are associated with work actually performed by the proposed personnel, is it okay for a Prime contractor to include a case study or reference associated with a subcontractor for consideration in the evaluation of the RFP responses?

A5: Yes

Q6: The Cost Proposal section refers to "total cost" being provided as part of our submission. Given the uncertainties associated with the type of work described in the RFP, will the City of Austin accept a not-to-exceed amount for a specific period of time rather than a "total cost," or is the City truly looking to receive a fixed price for all work associated with this contract?

A6: A Not-to-exceed amount is acceptable.

Q7: The RFP references a City of Austin Travel Policy, however a search on the City's website does not seem to lead to such a policy. Can you please provide a link to the policy so that it can be reviewed?

A7: The current City of Austin travel policy is attached to this addendum.

Q8: How many PA PWs are estimated to be generated from DR-4245?

A8: The volume is uncertain at this point. PWs will be in all categories but we do not know yet how FEMA will bundle the damaged sites.

Q9: What is the total estimated value of all PA PWs from DR-4245?

A9: \$10M

Q10: Can you provide estimated value by FEMA PA category (A-G)?

A10: Loose estimates are as follows:

- A. \$250K**
- B. \$1m**
- C. \$2.9m**
- D. \$620K**
- E. \$200K**
- F. \$3m**
- G. \$2.2m**

Q11: Under proposal format, item D, Part IV - Financial Viability / Stability, our firm is not required to obtain audited financial statements. Should the City accept un-audited financial statements or tax documents to support evidence of our financial stability submitted under confidential cover?

A11: This is acceptable as long as the information is complete. However, the City reserves the right to require additional information as needed.

Q12: Regarding the 10% retainer, we do not perceive this to be applicable because this is not a construction contract. Please confirm.

A12: The City has removed the retainage requirement.

Q13: Will the vendor be free to negotiate contract terms and conditions with the City upon contract award?

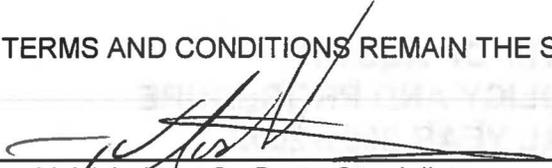
A13: Yes, within reason, however the City reserves the right to move on to the next highest scoring vendor if we're unable to come to terms. All exceptions to the City's standard T's & C's MUST be captured in Section 2 of the proposal.

Q14: Under the standard contract terms and conditions, Item 12.D states "Unless otherwise expressly authorized in the Contract, the Contractor shall pass through all Subcontract and other authorized expenses at actual cost without markup." Is this requirement applicable? We recommend removing as this is not a construction contract.

A14: Even though this is not a Construction project and there are no goals established for the contract, this section must remain in case a vendor intends to subcontract ANY portion of the requirement.

II. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY:


Terry V. Nicholson, Sr. Buyer Specialist
Purchasing Office, 512-965-6231

Date

3/23/16

ACKNOWLEDGED BY:

Name

Authorized Signature

Date

RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.

**CITY OF AUSTIN
TRAVEL POLICY AND PROCEDURE
FISCAL YEAR 2001-2002**

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Department of Financial and Administrative Services
Controller's Office

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I. INTRODUCTION

A. **Purposes.** The purposes of this travel policy are as follows:

1. To establish clear, uniform policies and procedures for the reimbursement of travel costs incurred while on City business.
2. To clearly identify travel expenses eligible for payment by the City.
3. To account for and report properly for all travel-related expenses.

B. **Assumption.** This policy is based on the assumption that a travel policy should provide a reasonable level of reimbursement to the traveler while meeting the City's responsibility to taxpayers and rate payers.

C. **Official Policy.** This policy applies to official travel of all City of Austin employees and prospective employees, as well as to travel of all non-City personnel seeking reimbursement from the City, regardless of the funding sources for travel. Official travel is travel that is reasonable and necessary for the conduct of official City business.

II. RESPONSIBILITIES

A. **Employee Responsibilities.**

1. Ensure that a Travel Expense Claim is filed in accordance with this policy.
2. Be conservative in expenditures while traveling on City business, as if such costs were being paid by the employee personally. Exercise prudence in the selection of lodging, meals, and training.

B. **Department Responsibilities.** Departmental responsibilities are broad and include the following areas:

1. Make travel arrangements and accommodations so that total travel expenses are as low as possible.

There are often several ways to arrange travel and accommodations. Departments should ensure that these are made in such a way as to minimize total cost. Unusual arrangements, i.e. those that appear to violate this travel policy but in fact result in lower total travel expense, should be well documented by departments.

2. Implement and monitor approved departmental travel budget.
3. Establish adequate internal controls to provide reasonable assurance that instances of noncompliance with this travel policy are detected and resolved.
4. Report travel expenditures under the proper accounting codes and according to procedure.

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5. Authorize travel advances where necessary.
6. Review Travel Expense Claims to ensure compliance with this travel policy. All travel claims should also include the employee's conference/training and airline itineraries (if applicable).
7. Authorize reimbursement for properly completed Travel Expense Claims.
8. Submit travel advances and travel claims to the Controller's Office timely.
9. Arrange air travel in accordance with section IV.E.2. of this travel policy (see pp. 9 and 10). Authorize or dispute air travel charges in accordance with section IV.E.2.
10. Assure that duplicate travel claims are not submitted; assure that expenses claimed for reimbursement have not been paid directly by the City.
11. Ensure that the department as a whole complies with this policy; separate departmental policies that do not comply with this policy are not valid.
12. Within 24 hours, provide Financial Services with any travel-related information not reflected in the department's accounting records, in accordance with section VII.A. of this policy.
13. Electric Department – review and approve authorized Electric Department travel claims.

C. *Controller's Office Responsibilities.*

1. On a sample basis, review Travel Expense Claims for compliance with this policy.
2. Make payment for authorized travel advances and for reimbursement of authorized travel claims.
3. Provide periodic reports to the City Manager or Assistant City Managers of any travel-related problems identified. Furnish other information as requested.
4. Revise this travel policy annually or as needed.

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III. AUTHORITY TO TRAVEL

Authorization. All travel by employees, prospective employees, and board and commission members shall be authorized and approved by the department director or director's designee. Travel by department directors, Assistant City Managers, the City Manager, and Council Members need not be authorized beforehand but is subject to the provisions of this travel policy and to review for compliance with the policy.

IV. EXPENSES ELIGIBLE FOR REIMBURSEMENT

- A. **Information.** To assist employees in identifying allowable travel costs, departments may want to provide employees with pages four through eight prior to their traveling.

For information on allowable meal or lodging costs, contact the Controller's Office, Cost Accounting Section, 499-3495.

- B. **Summary.** Pages four and five contain summaries of costs that are eligible for reimbursement. Detailed information about the eligible costs follows the summaries.

Page six describes expenses that are non-reimbursable.

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*Receipts are Required for the Expenses on this Page
For More Details See Page Number Shown in Right-hand Margin*

<u>Description</u>	<u>Amount (1) Reimbursed</u>	<u>Page</u>
Lodging (including taxes) (2):		6-7
Cities listed in Runzheimer Index	RI average	
Cities not listed in Runzheimer Index	RI average (5)	
Meals (including tip):		7-8
Cities listed in Runzheimer Index	RI average	
Cities not listed in Runzheimer Index	RI average (5)	
Or use per diem (no receipts required) -	See list	5,7,8
Transportation:		8-10
Airline (3)	Coach	
Car rental, gas	Actual	
City Vehicle, gas, repairs	Actual	
Taxi/limousine	Actual	
Parking/Toll	Actual	
Training Seminars/Conferences:		10-11
Registration (6)	Actual	
Books, supplies	Actual	
Other:		10-11
Business calls	Actual	
Personal calls (1 arrival, 1 departure)	\$5 each (max.)	
Traveler's Checks (4)	Actual	
Tips other than meals (7)	Actual, inc. per diem	
Cleaning and laundry (7)	Actual, inc. per diem	
Client Entertainment	RI average	

NOTE:

- (1) Reimbursement is for actual costs, limited by the amounts or guidelines noted.
- (2) Request lowest rate (governmental, corporate or other) for hotels.
- (3) Attempt to book ahead to obtain lower fares if appropriate. See section IV.E.2. for procedures on booking air travel. Attach itinerary to travel claim, including airfare prepaid by the City.
- (4) Reimbursement is for checks covering actual expenses only.
- (5) Use closest and/or most comparable city listed in Runzheimer.
- (6) Attach itinerary to travel claim confirming dates and name of conference hotel.
- (7) Costs are included in per diem rate as incidental expense

Other: Review the policy for additional information.

RI = Runzheimer Meal and Lodging Index. Contact Controller's Office for Runzheimer amounts

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*Receipts not Required for the Expenses on this Page
For More Details See Page Shown in Right-Hand Margin*

<u>Description</u>	<u>Amount Reimbursed</u>	<u>Page</u>
<p>Meals (1): Includes incidental expenses: tips, laundry</p> <p>See attached schedule to determine applicable rate. If destination is not listed on schedule, use the standard rate of \$ 30</p>	<p>The standard meal allowance is \$ 30 per day for most areas in the U.S. Other locations in the United States are design- ated as high cost areas, qualifying for higher stand- ard meal allowances</p>	<p>7-8</p>
<p>Transportation: Personal vehicle: no car allowance</p> <p>car allowance</p>	<p>IRS rate, as listed in the budget manual or as amended by Controller's Office, or departmental approved rate (if lower than IRS rate)</p> <p>.15/mile</p>	<p>10</p>

NOTE:

- (1) For each trip, choose reimbursement for meals based on either actual costs (with receipts) or per diem. Travelers may not choose per-diem reimbursement for some days/meals of a trip and receipt-based reimbursement for others. See pages 7 and 8 for more information.

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Personal travel expenses which are not reimbursable include, but are not limited to, the following:

1. Loss of funds or personal property.
2. Entertainment expenses, including the cost of alcoholic beverages, or the cost of movie rental expense.
3. Transportation - taxi fare, parking, toll fees or mileage - to and from entertainment and restaurants.
4. Flight or trip insurance.
5. Laundry/dry-cleaning costs (if per diem rates are used).
6. Excess baggage charge for personal belongings.
7. Gasoline or repair costs for privately owned vehicles.
8. Cost of meals in excess of the allowed amount.
9. Cost of lodging in excess of the allowed amount.
10. Excessive mileage reimbursement (mileage incurred for personal reasons - see section IV.E.3.).
11. Unauthorized expenses for car rental.
12. Unauthorized registration fees.

Expenses will be reimbursed based on the following guidelines:

C. Lodging.

1. **Reimbursable Amounts.** Lodging receipts are required. Reimbursement is based on the actual costs (including hotel-motel occupancy tax).

For cities that are included in the Runzheimer Index, reimbursement will be limited to the Runzheimer average, with one exception as noted below. For cities not included in the Runzheimer Index, use the closest and/or most comparable city listed. **However**, if an employee attends a conference or seminar and the conference hotel rate exceeds the Runzheimer Index, the rate of the conference hotel will be reimbursed. Note that the City is **not exempt** from the hotel-motel occupancy tax. Include the tax in hotel payments.

2. **Room Rate.** Reservations should be made at the lowest rate possible. In most cases, this will be the "governmental rate." However, in some instances a "corporate rate" or other rate will be lower.

Be prepared to provide the hotel with some form of identification, such as a City identification card, to indicate official travel status for the City.

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3. **Other.** If a guest accompanies a claimant, obtain the single occupancy rate and note it on the lodging bill. In no case will the City pay more than the (lowest) single occupancy rate when only one employee on business occupies the room.

Lodging provided by family/friends is non-reimbursable. Meals, groceries, or gifts for people providing lodging to City employees is non-reimbursable by the City.

Other lodging costs (e.g. motor home parking) will be reimbursed on an actual basis provided they do not exceed comparable costs that would have been incurred under other, more usual lodging arrangements.

D. Meals.

1. **Introduction.** Travelers may elect to be reimbursed for meal costs under one of two methods: (1) a per-diem method (no receipts are required) or (2) based on actual costs up to the Runzheimer Index average amount (receipts must be provided). Meals provided at no cost to the traveler, e.g. those provided by friends, family, or seminars, are not eligible for per-diem reimbursement. See section IV.D.2 below for a discussion of the per diem reimbursement method and IV.D.3. below for a discussion of the actual-cost (receipt-based) method. Methods of reimbursement may not be mixed during any one trip or day. A traveler may not choose per-diem reimbursement for some days/meals of a trip and receipt-based reimbursement for others.
2. **Per Diem Meal Costs and Incidental Expenses.** Under the per-diem method, travelers will be reimbursed an amount in accordance with IRS Publication 1542. The publication establishes a per diem amount for meals and incidental expenses based on the travel destination. The five per diem rates are as follows:

(1)	Rates per Meal		
Per diem rate	Breakfast	Lunch	Dinner
\$30.00 (2)	\$6.50	\$8.50	\$15.00
\$34.00	\$7.50	\$9.50	\$17.00
\$38.00	\$8.50	\$10.50	\$19.00
\$42.00	\$9.50	\$11.50	\$21.00
\$46.00	\$10.50	\$12.50	\$23.00

- (1) See attached schedule to determine applicable rate. Use Standard Rate if trip destination not listed
- (2) Standard Rate

Partial per diems will be paid if some meals are not eligible for reimbursement. Meals are ineligible for reimbursement under conditions described in section IV.D.3. In addition, meals provided at no cost to the traveler, e.g. those provided by friends, family, or seminars, are not eligible for per diem reimbursement.

If reimbursement is on a per-diem basis, any costs incurred by the traveler exceeding the per-diem reimbursement allowance will be considered personal expenses.

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3. ***Reimbursable Meal Costs - Actual-Cost Method.*** Rather than being reimbursed on a per-diem method, travelers may elect to be reimbursed for meals based on the Runzheimer Index. Reimbursement for meals under this method is allowed for actual costs paid, including tips, and limited to the Runzheimer Index average amount. Costs exceeding the Runzheimer Index average are considered personal expenses.

Call the Controller's Office for meal reimbursement amounts for cities not listed in Runzheimer.

4. ***Meals Eligible for Reimbursement.*** The time of departure from or arrival in Austin determines the meals eligible for reimbursement, according to the following schedule (assuming the claimant is based in Austin):

<u><i>Leave from Austin</i></u>	<u><i>Allowed</i></u>
Before 7 a.m.	Breakfast
Before 11 a.m.	Lunch
Before 6 p.m.	Dinner

<u><i>Arrive in Austin</i></u>	<u><i>Allowed</i></u>
After 9 a.m.	Breakfast
After 1 p.m.	Lunch
After 7 p.m.	Dinner

5. Other meal costs (e.g. grocery costs) will be reimbursed on an actual basis provided they do not exceed comparable costs that would have been incurred under other, more usual meal arrangements.
- E. ***Transportation.*** Reimbursement of transportation costs will be based on the most economical and practical mode of transportation for the City, cost and other factors considered. The determination of the most economical method is not made on the basis of personal preference or minor inconvenience to the traveler resulting from common carrier scheduling. See Section VI for additional information.
1. ***Air Transportation.*** Use coach-class accommodations. First-class accommodations may be allowed only under unusual circumstances or emergency situations, such as:

- a. the only regularly scheduled flights between points are first-class flights, or
- b. space is not available in coach-class accommodations on any scheduled flight in time to accomplish the purpose of the official travel, which is so urgent that it cannot be postponed.

The claimant must submit with the travel report a written explanation of the circumstances which resulted in non-coach airfare. The explanation must be approved by the department director or designee.

When arranging air travel, departments may want to avoid fare restrictions that limit flexibility. Some fares may not allow for refunds, transfers, changes, or cancellations. However, if there is little likelihood that travel arrangements will change, airfare should be booked as early as possible and all discounts should be pursued.

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Frequent-flyer miles or other bonuses provided to the traveler for travel on City business are City property. Departments are responsible for maintaining a current inventory of such bonuses and for insuring that they are used for City business.

Two-for-one tickets are to be used only when both parties are City employees and both parties are on official City business. Airline tickets purchased for non-City employees should not be charged to the City's charge account. These tickets are to be paid for directly by the employee or the non-City employee traveling companion

2. ***Procedures for Booking Air Travel.*** Airfares may be purchased either through a travel agency or directly from an airline.

If purchasing airfare through a travel agency, use the following procedures:

- a. Authorized departmental personnel call the travel agencies to arrange the flight(s) and provide the agency with the American Airlines travel card account number. Each department has (1) authorized person who will have this information. Any individual who calls to make a reservation must have the travel card account number.
- b. Individuals are not to charge airline tickets to their personal credit card. You must go through the authorized person in your department or use the American Airlines travel card account number to make your reservations.
- c. Each department will receive a monthly statement directly from American Airlines. Charges on this statement will belong only to that specific department.
- d. Departments have (2) weeks to verify all charges then prepare a payment document for the total amount of the statement. These statements must be paid in full. Contact Accounts Payable for a list of procedures on preparing these documents.
- e. Each department will be responsible for tracking their own frequent flier miles. Individuals are not permitted to accumulate frequent flier miles for personal use.

Tickets purchased directly from airlines by an employee should be reimbursed to the employee (or paid for with a travel advance as outlined in Section IX) through the filing of a Travel Expense Claim. The employee must attach the original passenger coupon of the airfare ticket to the Travel Expense Claim.

3. ***Personal Vehicle.*** A claimant may be reimbursed for the use of a privately owned vehicle while on official travel only. Reimbursement for transportation shall be made at the IRS rate, as listed in the budget manual for cost estimating purposes, or as amended by Controller's Office, or departmental approved rate (if lower than IRS rate).
- a. ***Car Allowance Limits.*** Recipients of an executive car allowance are eligible for mileage reimbursement at the rate of 15 cents per mile driven on official business, if the trip has a destination outside the employee's service area (Travis and surrounding counties).

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- b. **Other Limits.** Claimants should limit claims for mileage reimbursement in situations in which claimants can reasonably travel together. When two to three claimants are aware that they have the same itinerary on the same dates and are traveling on the same City business for which mileage in a personal car is claimed, payment should be claimed and allowed for only one of the claimants.
 - c. **Other Costs.** No other expenses or costs of operating a personally owned automobile are allowed, other than for cost of parking fees or toll charges.
- 4. **Rental Vehicle.** Rental of a vehicle is authorized when it is more practicable and/or less expensive than the use of taxi cabs or other public transportation for official business. The cost of gas for the rental car is reimbursable. Receipts are required.
 - 5. **City Vehicle.** A City-furnished automobile should be used whenever it is reasonably available and a car is required for official travel.

Get a credit card from the Fleet Management Division of the Financial Services Department for purchases of fuel and minor repairs. Fill the fuel tank at one of the City service centers prior to departure. Use self-service facilities for purchase of fuel outside of Austin. Return the credit card and fuel purchase receipts to Fleet Management.

- F. **Other Expenses Eligible for Reimbursement.** Other expenses for which a claimant may be reimbursed are listed below. When making purchases with a City of Austin credit card or purchase order, claimants should use the City tax identification number (1-74-6000085-8) while on travel status in Texas, so as to not pay sales tax on purchases. The number is printed on the travel pamphlet for easy reference. A vendor should contact the Controller's Office, 499-2599, if a tax-exempt certificate is required.
 - 1. **Receipts required.** Expenses included as part of a registration fee (e.g. meals, lodging, etc.) are not additionally reimbursable as separate items.
 - a. **Training Seminars and Conferences.** The receipt shall include the agenda or program identifying all activities that are included in the registration fee.
 - b. **Books and Supplies.** These expenses are reimbursable only if necessary and related to City business. The items are City property.
 - c. **Taxi/Limousine Service in Other Cities.** Related to approved travel for business purposes. Transportation to/from entertainment and restaurants is not reimbursable.
 - d. **Repair of City Vehicles.** Repair costs for City vehicles (parts, labor and towing charges) should be approved by the Fleet Management Division of Public Works in advance, where circumstances allow.
 - e. **Telephone/Telegraph.** Business calls charged to lodging bills or credit cards will be recognized as a reasonable expense.

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- Personal calls* (one arrival and one departure call) may be reimbursed for the actual costs, up to a maximum of \$5 for each call (for any one call).
- f. *Parking.* Actual costs for parking is reimbursable with receipts.
 - g. *Freight charges* to ship City equipment or materials.
 - h. *Travelers' Checks.* The cost of travelers' checks will be reimbursed with receipts, up to the amount of travel expense incurred and paid as cash outlay by the employee. Expenses incurred for travelers' checks above this limit will be considered a personal expense to the traveler.
 - i. *Laundry/dry-cleaning costs* incurred in the first week of travel (these are reimbursable after four days on continuous travel status but only for trips totaling eight days or more on continuous travel status). If using a per diem reimbursement, these costs are included in the rate.
 - j. *Client entertainment.* Related to official City business. Receipt should include name of client and their place of employment.

V. NON-REIMBURSABLE EXPENSES

See page 6.

VI. PERSONAL TRIPS MADE IN CONJUNCTION WITH BUSINESS TRIPS

- A. *Reimbursable Amounts.* If a claimant travels to another city on personal business during the course of a business trip, the base cost that would have been incurred had the individual gone directly to the business destination should be documented by the claimant. The base amount will be the amount of the reimbursable expense. In addition, in combining personal and business travel, the claimant must charge as vacation time the extra travel time associated with the vacation.
- B. *Transportation Specials.* Two-for-one tickets are to be used only when both parties are City employees and both parties are on official City business. Airline tickets purchased for non-City employees should not be charged to the City's charge account. These tickets are to be paid for directly by the employee or the non-City employee traveling companion.

VII. ACCOUNTING FOR TRAVEL EXPENSES

- A. *General.* Each department is *solely* responsible for ensuring that information on its current-year and prior-year travel expense is readily available for dissemination or analysis. Financial Services will respond to any requests for information on travel expense by using standard AFS2 system reports; each department should therefore either: (1) ensure that all entries to the travel account codes against its budget are appropriate, complete, and up to date (as discussed below in section VII.B.), or (2) be prepared to provide complete information on its current and prior-year travel expense to Financial Services within one day of such a request.

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B. ***Travel Account Codes.*** There are four objects or account codes that should be used to record travel expense. These are discussed in detail below.

1. ***6501 - Travel City Business.***

Use this object to record all travel expense incurred by City employees, Council Members, and board and commission members *except* for travel expense incurred in going to and returning from training and seminars or conferences whose purpose is mostly educational.

The cost of meals, lodging, transportation, and other expenses incurred while on City business (except for training and seminars or conferences as described in the paragraph immediately above) should be recorded in this object.

Reimbursement for mileage incurred while on travel status (outside of Travis and surrounding counties) and for the purpose of conducting City business (except for training) should be recorded in this object. Nothing else should be recorded in this object. Do not record seminar fees, conference fees, or training costs in this object (use object 6531, "Seminar/Training Fees" instead).

2. ***6520 - Employee Recruiting.***

Use this object to record travel expense (meals, lodging, transportation) for prospective employees only. This object may also be used to record meal costs for City staff incurred during recruitment.

Nothing else should be recorded in this object.

3. ***6532 - Educational Travel.***

Use this object to record travel expenses (meals, lodging, transportation, etc.) incurred in traveling to and from training and seminars or conferences whose purpose is mainly educational and whose duration is less than two weeks and to record expenses incurred while attending such training, seminars, or conferences (except as noted immediately below).

Do not record training, seminar, or conference fees themselves with this object; these should be recorded in object 6531, "Seminar/Training Fees".

Do not record travel costs incurred in traveling to and from training that lasts for more than two weeks or in attending training sessions of longer than two weeks. These costs should be recorded in object 6533 (see discussion immediately below).

Do not record anything else in this object.

4. ***6533 - Extended Educational Travel.***

Use this object to record travel costs incurred in traveling to and from training that lasts longer than two weeks and costs incurred while attending such training. This object should normally be used only by Police Department and Fire Department employees.

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Do not record the costs of the training sessions themselves in this object. Use object 6531, "Seminar/Training Fees" instead.

5. **Other Account Codes**

Do not use object 6500, "Travel Claims Outstanding" for any reason. Travel advances should be posted against balance sheet account 5350 in fund 7990.

Do not use object 6531, "Seminar/Training Fees" for recording travel-related expenses of any kind. This object should be used only to record the actual costs of seminar fees, not any travel expenses incurred in going to or returning from seminars.

Do not use object 6551, "Mileage Reimbursements - Local", for recording mileage expense incurred while traveling outside of an employee's normal service area. Object 6551 should be used only for reimbursement of mileage in Travis and surrounding counties.

- C. **Accounting Description.** As discussed in section A above, the Controller's Office will use standard AFS2 system reports for reporting and analysis of travel expenditures. Departments should therefore use the following conventions when filling out payments documents (PV-Qs), JVs, or any other accounting document that records, adjusts, or corrects travel expense. This applies to reimbursement on a Travel Expense Claim, to direct payments made to airlines, hotels, etc.

Fill out the description field of the accounting document (27 characters) as follows, with a space between each item:

<u>Item</u>	<u>Example</u>
Last name, first name initial	Smith,J
Destination (first if multiple)	Dallas
Purpose	Trng.

The first two items, name and destination, are mandatory. The third item, purpose, is optional. Use abbreviations if necessary. The invoice date on all payment documents should be the date of departure.

VIII. TRAVEL EXPENSE CLAIMS

- A. **Travel Expense Claim.** This claim is a two-page form; page one has summary information on the first side, with Schedules A, B, and C on the second side. Schedule D is a separate page; it should be used by travelers requesting reimbursement on an actual-cost basis (receipts required). Note that it does not have to be completed and attached if no reimbursement for meals is requested or if meal reimbursement is requested on a per-diem basis. The Travel Expense Claim has two uses:

1. To itemize and report in one location all the reimbursable expenses incurred by a traveler.
2. To pay the traveler any amounts owed or document the amount of refund due to the City. With a PV-Q sticker and an authorized signature, the form may be used as a PV-Q payment document.

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Departments are responsible for ensuring that all Travel Expense Claims submitted to the Controller's Office are properly filled out and authorized, and that all expenses incurred by the traveler are appropriately reported on the claim and are adequately supported by documentation. They are also responsible for ensuring that claims are filed timely.

Departments should ensure that expenses claimed by an employee, e.g. airfare, have not been paid directly by the City. Verification may be required.

The Travel Expense Claim form will not be stocked. Departments may request a copy of the form from the Controller's Office; they should make photocopies of the form for their use.

- B. **File Request Promptly.** Within 20 working days after the completion of the trip, the claimant will submit to the Controller's Office a properly completed Travel Expense Claim. Note that the Travel Expense Claim can be hand-written (if legible). Typewritten forms are not required.

The claimant must do the following when requesting reimbursement:

1. Itemize all reimbursable expenses incurred. Do not include any expenses for which reimbursement is not sought. Do not include any expenses that have been paid directly by the City; do not include any personal expenses.
2. Attach required original invoices or other receipts. Indicate type of payment made (cash, personal check, credit card, etc). Copies of credit card tickets or statements or personal checks (front and back) are also acceptable. Any amounts included in the invoices or receipts that are personal expenses should be so noted on the invoices or receipts; the claimant should initial any amounts so noted.
3. Fill out all applicable sections of the claim appropriately and timely. Submit timely to department for review.

- C. **Amount Due City.** Within 20 days of returning from the trip, submit payment by cash or check for any amount owed to the City (see Section IX for information on travel advances). Deposit it using the normal cash deposit procedures with the appropriate City cashier. Do not send cash or checks to the Controller's Office attached to the Travel Expense Claim. The account coding for the Cash Receipt document will be as follows:

Fund	7990
Balance Sheet Account	5350

Submit with the Travel Expense Claim a copy of the validated Cash Receipt document for any amount repaid by the claimant to the City. Excess advance amounts must be returned and documented (copy of the cash receipt) upon submission of the travel claim to the Controller's Office.

- D. 1. **Amount Due Claimant - Payment Document.** As discussed in section A above, the department can use the Travel Expense Claim form as a payment document by attaching a PV-Q sticker (questions

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regarding this should be addressed to Accounts Payable: 499-2599), or by submitting, at the same time the Travel Expense Claim is submitted, a properly authorized PV-Q for the amount to be paid to the claimant. Departments should keep photocopies of all travel documents, particularly copies of Travel Expense Claims with PV-Q stickers, since there is no carbon for these documents.

2. ***Amount Due Claimant - Petty Cash Reimbursement.*** Reimbursement by Petty Cash is also allowed, up to a maximum of \$150 for each trip. Travelers seeking reimbursement from petty cash should follow the same procedures outlined above in sections A - C. The first page of the travel expense claim (that shows the amount due the claimant) should have "Petty Cash" written in the bottom left-hand corner indicating the reimbursement will be through petty cash rather than with a payment voucher. The travel expense claim, along with receipts and all other supporting documentation should be submitted with the petty cash when seeking reimbursement. The accounting line on the payment document that reimburses the petty cash drawer should follow the same description conventions discussed in section VII.C.

Departments that reimburse travel expenses frequently through petty cash may want to consider reimbursing petty cash for travel expenses on a separate PV-Q. This will allow for better tracking of their travel expenses on the accounting system.

- E. ***Review Claim.*** The Controller's Office will process the properly completed Travel Expense Claim and payment document within five days. The Controller's Office will review the claim for reasonableness of the account coding. Compliance reviews of claims will be done on a sample basis, with results communicated periodically to the City Manager or Assistant City Managers.

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IX. TRAVEL ADVANCES

- A. ***Optional Advance.*** A travel advance is an option available to an employee on travel status who will have out-of-pocket cash expenses.

If an advance is taken, a completed travel claim must be filed within 60 days from the return of the business trip. If this condition is not met, the advance amount will be treated as income to the employee and no adjustment can be made when it is returned.

Advances for less than \$150 should be handled through petty cash, preferably on a unique payment document. The original or a copy of the Request for Travel Authorization and Advance form (see section B below) should be submitted as documentation when petty cash is reimbursed. The maximum amount that may be advanced is the total of cash expenses paid by the employee while on travel status.

Note that a travel advance is a payment made directly to the employee for anticipated expenses that he will pay directly from his pocket. It is not a payment made by the City, for example to a travel agency, hotel, or seminar on behalf of the employee.

Employees who have travel advances outstanding (who have not filed a Travel Expense Claim) are not eligible for additional advances. See Section VII for procedures on filing a Travel Expense Claim.

- B. ***Request for Travel Advance.*** Employees requesting an advance should submit a completed, signed Request for Travel Authorization and Travel Advance to the appropriate person(s) in their department for preparation and approval of a PV-Q payment document.

Departments may also use their own travel advance forms provided they contain the following information:

traveling employee's name and signature or initials, destination, dates and purpose of travel, and itemization of estimated costs to be covered by the advance.

Departments wishing to use their own Request for Travel Authorization and Travel Advance forms should submit their own forms to the Controller's Office for approval (must be approved by the Controller or a Deputy Controller). The Travel Advance form is available on diskette from the Controller's Office.

The Controller's Office form and any other authorized departmental variations will constitute an Agreement between the City and the employee. The employee's signature on the Agreement authorizes the Controller's Office to withhold subsequent advances until the employee satisfies the requirements of the agreement, i.e. timely submission of the properly authorized Travel Reimbursement Request or the repayment of the advance. The signature on the payment document (or on the form itself if the form is to be used as a payment document - see below) evidences departmental approval for the advance.

Like the Travel Expense Claim form, an authorized "Request for Travel Authorization and Advance" may also be used as a payment document with a PV-Q sticker attached. Otherwise, a copy (e.g. a photocopy) of the Request or facsimile should be attached to a PV-Q submitted by the department. Any PV-Qs that do not have a properly completed (and authorized as discussed above) "Request for Travel Authorization and Travel Advance" attached as backup will be returned to the submitting department.

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- C. **Payment Document.** Department affixes a PV-Q sticker to the Request form (or alternatively prepares a PV-Q with the Request attached) and submits the properly authorized document to the Controller's Office for the travel advance. Submit the document to the Controller's Office no more than ten and no fewer than five working days prior to the trip.

Manual checks will not be issued, unless the trip is of an emergency nature, i.e. the event requiring the travel was not scheduled. If the trip is of an emergency nature and an advance is necessary, the completed documents must be submitted to the Controller's Office. The request for an emergency check must be directed to the Accounts Payable Manager or to a Deputy Controller. **DELAY IN SUBMITTING THE ADVANCE REQUEST IS NOT CONSIDERED AN EMERGENCY.**

- D. **Return Advance.** The claimant must return an advance timely:
1. **Excess Advance.** Any unspent advance amount must be returned to the department within ten working days. See section IX.A. for additional information.
 2. **Canceled Trip.** If the trip is canceled, the advance check must be returned immediately by the employee to the department. The department should void the check by clearly marking "VOID" on the check in ink and should return it to the Controller's Office within five working days. The check should not be held for later use. It should not be deposited in the bank with a Cash Receipt document.
- E. **Past Due Advances.** If a Travel Expense Claim for an advance is not received in the Controller's Office within 20 working days, the Controller's Office may notify the employee that no further advances will be made until a Travel Expense Claim is submitted. In addition, if an advance meets the criteria as stipulated in Section IX.A. of the Travel Policy, it may be included in the employee's taxable wages. The Controller's Office may refer further delinquent advances to the City's Claims Office.

X. DEFINITIONS

Terms used in this policy are defined as follows:

Authorized Signature. Signature of an employee of a department designated to approve Travel Expense Claims submitted by that department. Should be on file with the Department of Financial Services as an authorized signature for accounts payable documents.

Claimant. Employee, prospective employee, or other authorized person submitting a claim for reimbursement of expenses actually incurred, and/or for payments to third parties on his/her behalf while on travel status.

Employee. Person employed by the City, whether part-time or full-time, temporary or permanent.

Third Party Payments. Payments made directly by the City to outside vendors. Includes professional organizations, travel agencies, hotels, etc.

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CITY OF AUSTIN LGFS PAYMENT VOUCHER TRAVEL EXPENSE CLAIM						PLACE PREPRINTED P1 LABEL HERE If no payment is due to the claimant, do not attach P1-N label.											
P1 DATE																	
SCHD.PYMT.				PULL CHECK													
DATE				FOR PICKUP		P1											
VEND.CODE						EMPLOYEE INFORMATION											
EMPLOYEE NAME						DEPT											
ADDRESS1						DIVISION											
ADDRESS2						DOCUMENT											
CITY/ST						TOTAL \$											
ZIP																	
ACCOUNT CODES AND AMOUNT FOR REIMBURSEMENT - SEE "AMOUNT DUE CLAIMANT" BELOW																	
LN	CD	REF NUMBER/LN		CM#	VI NUMBER/LN		INV DATE	DESCRIPTION									
	FUND	AGCY	ORGN/SUB	ACTV	FUNC	OBJ/SUB	REV/SUB	JOB NO.	RCAT	BS ACCT							
	DISC TY	LINE AMOUNT		I/D	P/F												
01																	
02																	
ACCOUNT CODES, AMOUNTS TO CHARGE TOTAL TRAVEL COSTS TO BUDGET LINES. SEE "TOTAL AMOUNT CLAIMED" BELOW.																	
	FUND	AGCY	ORGN/SUB	ACTV	FUNC	OBJ/REV	S/O	BS ACCT	WORKORDER	RCAT	AMOUNT						
03																	
04																	
COSTS PAID BY CLAIMANT (NOT PAID BY CITY)						TRIP DESTINATION:											
Description		Notes		Amount		PURPOSE OF TRAVEL, OTHER CITY EMPLOYEES WHO TRAVELED IN SAME VEHICLE.											
Lodging		Schedule A															
Meals		Schedule B or D; not both															
Registration		Attach receipt															
Airfare, railfare		Attach receipt															
Rental car		Attach receipt															
Rental car gas, oil		Attach receipt															
City car gas, repairs		Attach receipt															
Personal car mileage		Schedule C															
Taxi, shuttle, metro		Attach receipt															
Parking		Attach receipt				THE STATE OF TEXAS, COUNTY OF TRAVIS. I do solemnly swear that the expense account rendered totaling \$_____ is true, correct, justly due and unpaid and that all just and lawful offsets, payments and credits have been made, and that the expenditures are reasonable and necessary and have been paid by me.											
Phone		Receipt required															
Tips other than meals		Attach receipt															
Other - list separately		Receipt required															
TOTAL AMOUNT CLAIMED		Must match total of lines 03,04 above															
LESS ADVANCE BY CITY		List P1-N or MW ref. no.:															
AMOUNT DUE CITY		Attach copy of Cash Receipt doc.															
AMOUNT DUE CLAIMANT		Must match total of P1-N lines 01, 02 above															
												CLAIMANT SIGNATURE:					
												DEPARTMENTAL VERIFICATION - SIGNATURE & DATE					
						DEPARTMENTAL APPROVAL - SIGNATURE & DATE											
						FSD REVIEW - SIGNATURE & DATE											

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CITY OF AUSTIN TRAVEL EXPENSE CLAIM SCHEDULE D - MEAL COSTS REIMBURSEMENT BASED ON ACTUAL COSTS					EMPLOYEE NAME			
					DEPT			
Use Schedule D for reimbursement for actual meal costs. Receipts are required. Do NOT use both Schedule D and B for the same trip. Complete the information requested below. The amount "Allowable Each Day" is the lower of these amounts for each meal: (1) the Runzheimer Average or (2) the actual costs. Enter the "Total Allowable Meal Costs" on the Travel Expense Claim.					DATE OF TRAVEL			
					Employee Signature			
					DEPT Review			
DATE	CITY	(1) RUNZHEIMER AVERAGE			(2) ACTUAL COSTS			ALLOWABLE EACH DAY
		BREAKF.	LUNCH	DINNER	BREAKF.	LUNCH	DINNER	
01/10/92	EX: Austin, Tx	7.75	7.75	* 18.80	* 5.65	* 0.00	19.00	(all *) 24.45
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
TOTAL ALLOWABLE MEAL COSTS (ATTACH RECEIPTS)							\$	0.00

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CITY OF AUSTIN LGFS PAYMENT VOUCHER REQUEST FOR TRAVEL AUTHORIZATION AND TRAVEL ADVANCE			PLACE PREPRINTED P1 LABEL HERE		
P1 DATE	*	*			
SCHEDULED			PULL CHECK		
PYMT DATE	*	*	FOR PICKUP		
VENDOR			EMPLOYEE INFORMATION		
CODE	*	*	DEPT	*	
EMPLOYEE			DIVISION	*	
NAME			DOCUMENT		
ADDRESS1			TOTAL \$		
ADDRESS2					
CITY/ST					
ZIP					

LN	INVOICE NO.	FUND	ACCOUNT CODES AND AMOUNT FOR TRAVEL ADVANCE		
01	*	799			
	BS ACCT	INV. DATE	DESCRIPTION (LAST NAME, INITIAL, DESTINATION)	AMOUNT	
	5350	* / /	*	0	

DESTINATION	DATE(S)							
*	*							
PURPOSE OF TRAVEL								
*								
*								
TRAVEL ADVANCE: List the amounts requested for expenses to be paid by the traveler (not paid directly by the City).								
Transportation	\$ *							
Hotel	\$ *							
Meals	\$ *							
Registration	\$ *							
Other (explain or list separately)	\$ *							
Other	\$ *							
TOTAL Advance Requested:	\$ 0							
	Date Advance Required: *							
FOR INFORMATION ONLY - ACCOUNT CODES AND AMOUNT TO CHARGE TOTAL TRAVEL COSTS TO BUDGET LINES								
	FUND	AGCY	ORGN	ACTV	OBJT	RPTG	WORKORDER	AMOUNT
01	*	*	*	*	*	*	*	*
02	*	*	*	*	*	*	*	*

EMPLOYEE SIGNATURE, DATE
DEPARTMENTAL VERIFICATION - SIGNATURE, DATE
DEPARTMENTAL APPROVAL - SIGNATURE, DATE