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4 CLERK'S OFFICE
5 **AMENDED AND APPROVED**
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7 Date: 8-6-02
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Submitted by: Assemblymembers TESCHE,
TRAINI, TREMAINE, TAYLOR, Van Etten, and
Whittle

Prepared by: Department of Assembly

For reading: July 16, 2002

9
10 **ANCHORAGE, ALASKA**

11 **AO NO. 2002-112**

12 **AN ORDINANCE OF THE ANCHORAGE MUNICIPAL ASSEMBLY AMENDING**
13 **ANCHORAGE MUNICIPAL CODE CHAPTERS 6.10, BUDGETS AND**
14 **APPROPRIATIONS GENERALLY, AND 6.40, REPORTS AND AUDIT, BY ENACTING**
15 **NEW SECTIONS 6.10.033 AND 6.40.035 RELATING TO BUDGETING, PAYMENT, AND**
16 **REPORTING OF EXPENDITURES FOR OFFICIAL TRAVEL**

17 THE ANCHORAGE ASSEMBLY ORDAINS:

18
19 **Section 1:** That the Anchorage Municipal Code 6.10, Budgets and Appropriations
20 Generally, is amended by adding a new section 6.10.033 to read as follows:

21
22 **6.10.033 Travel Budgeting**
23

- 24 A. This section governs budgeting of expenditures incurred by Municipal employees
25 and other persons for Travel paid for with public funds. In this section and in
26 6.40.035 of this Code, the term "Travel" includes only those items described in
27 6.40.035(D)(3).
28
- 29 B. Within the proposed annual operating budget books for General Government and
30 the Municipal Utilities (both regulated and non-regulated), the Mayor shall set out
31 separately for each Municipal agency ~~and Division~~ the total of all expenditures
32 recommended for Travel. Proposed Travel expenditures may not be combined with
33 any other budget category.
34
- 35 C. The approved annual operating budget books for General Government and the
36 Municipal Utilities (both regulated and non-regulated), as approved by the Assembly,
37 shall also separately display approved Travel expenditures for each Municipal
38 agency ~~and Division~~. Approved Travel expenditures may not be combined with any
39 other budget category in approved budgets.
40
- 41 D. The Assembly may appropriate additional sums to a department's Municipal Travel
42 account as necessary.
43
- 44 E. Subject to additional limitations as the Mayor may impose, the Municipal Manager
45 may approve intra-departmental transfers of additional funds to Municipal Travel
46 accounts. Within the Assembly Department, the Assembly Chair may approve
47 transfers of additional funds from ~~with~~ the Department into Municipal Travel
48 accounts for that agency and its division. *within*
49

50 **Section 2:** That Chapter 6.40 of Anchorage Municipal Code, Reports and Audits,
51 is amended by enactment of a new section 6.40.035 to read as follows:

6.40.035 Travel expenditures - payment and reporting

- A. This section governs payment and reporting of expenditures incurred by Municipal employees and other persons for Travel paid for with public funds.
- B. Expenditures for Travel shall be made only from funds budgeted in approved Travel accounts or transferred into those accounts under 6.10.033(E) of this code.
- C. Travelers shall submit Travel reports to the Finance Department as required by Municipal Policy and Procedures.
- D. The Chief Fiscal Officer shall report quarterly Travel expenditures for each Municipal agency to the Assembly. The report shall set out separately for each agency:
1. The final approved budget for Travel.
 2. All transfers of additional funds into Travel accounts after approval of the final budget.
 3. Total Travel expenditures incurred to date for the following:
 - a. Air Travel
 - b. Other transportation costs
 - c. Lodging
 - d. Per diem
 - e. Tuition and registration fees for training and conferences taking place out of town.
 - f. Other costs directly related to out of town Travel.
 - g. Explanations for transfers or unusual variances between budgeted Travel amounts and actual expenditures.

Section 3: That this ordinance shall take effect immediately upon passage and approval. *with respect to the 2003 budget*

PASSED AND APPROVED by the Anchorage Assembly this 6th day of August, 2002.


Chair

ATTEST:


Municipal Clerk

EGJ/2002ORDINANCES/AO27

MUNICIPALITY OF ANCHORAGE
Summary of Economic Effects -- General Government

AO Number: 2002-112

Title: Amending AMC Regarding Budgeting and Reporting for Travel

Sponsor: Assemblymember Tesche

Preparing Agency: Department of Assembly

Others Impacted: All

CHANGES IN EXPENDITURES AND REVENUES:

(In Thousands of Dollars)

	<u>FY02</u>	<u>FY03</u>	<u>FY04</u>	<u>FY05</u>	<u>FY06</u>
Operating Expenditures					
1000 Personal Services					
2000 Non-Labor					
3900 Contributions					
4000 Debt Service					
TOTAL DIRECT COSTS:	\$ -	\$ -	\$ -	\$ -	\$ -
Add: 6000 Charges from Others					
Less: 7000 Charges to Others					
FUNCTION COST:	\$ -	\$ -	\$ -	\$ -	\$ -

REVENUES:

CAPITAL:

POSITIONS: FT/PT and Temp

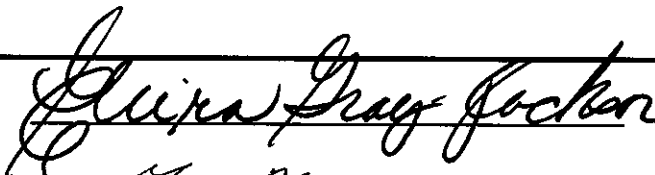
PUBLIC SECTOR ECONOMIC EFFECTS:

If more detailed attention is given to travel during the budget process along with a requirement for reporting, it is estimated that travel costs could decrease by \$200,000 per year. This anticipation exists, unless there is a need for costs to rise more than General Government expenditures.

PRIVATE SECTOR ECONOMIC EFFECTS:

It is anticipated that \$200,000 per year could be saved in travel costs by implementation AO 2002-112.

Prepared by:



Telephone: 4751

Approved by:



Director/Municipal Clerk

Date: 7-11-02



MUNICIPALITY OF ANCHORAGE

ASSEMBLY MEMORANDUM

NO. 658-2002

Meeting Date: July 16, 2002

From: Assemblymember Tesche

Subject: **AN ORDINANCE AMENDING AMC CHAPTERS 6.10 RELATING TO BUDGETING, PAYMENT, AND REPORTING OF EXPENDITURES FOR OFFICIAL TRAVEL**

If enacted, AO 2002-112 would set out clear standards the Administration and the Assembly would follow in preparing and administering official travel budgets necessary for the operation of General Government and the Utilities. Patterned largely after current travel procedures followed by the Anchorage School District, the ordinance would require proposed and enacted annual budgets to clearly set out travel expenditures at the agency and division level, establish procedures for payment of travel expenditures from Municipal travel accounts, as well as procedures governing intra-agency transfers of additional funds into travel accounts. The ordinance would also require periodic reporting of incurred travel expenses to the Assembly, as is the current practice within the Anchorage School District.

The proposed ordinance does not mandate any particular level of spending for travel, leaving the optimal level of spending for official travel to annual budgets recommended by the Mayor and approved by the Assembly. While the ordinance requires that intra-agency budget transfers into travel accounts be approved by the Municipal Manager, it is not intended to require separate appropriations of travel funds into Municipal agencies nor Assembly approval of intra-agency budget transfers into agency travel accounts.

The primary purpose of AO 2002-112 is to allow elected officials and the public specific information regarding proposed, approved, and incurred travel expenditures, thereby ensuring appropriate control over the level of expenditures for official travel through the annual budget process.

Enactment of AO 2002-112 is recommended.

Respectfully submitted,

Allan Tesche
Allan Tesche
Assemblymember

EGJ/2002AM/AM36



MUNICIPALITY OF ANCHORAGE

ASSEMBLY MEMORANDUM

No. AM 659-2002

Meeting Date: July 16, 2002

FROM: Mayor

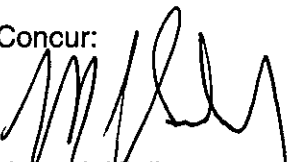
SUBJECT: AO 2002-112 Amending the Municipal Code Regarding Travel Expenditures

At the June 25, 2002 Assembly meeting the Assembly had several questions regarding the current approval process for general government operating budget transfers between accounts during the fiscal year. The existing Policy & Procedure 12-2 provides that the:

- OMB Director must approve a "regular" budget transfer, which are those under \$10,000 which does not involve personnel costs or that does not impact IGC charges of another agency by \$10,000 or more;
- OMB Director recommend to the Municipal Manager approval/disapproval of "special" budget transfers, which are those that involve the transfer of any personnel funds, are over \$10,000, or impact IGCs of another agency by \$10,000 or more.
- Municipal Manager approval/disapprove all special budget transfers.

For the Assembly's further reference, attached is the existing Policy & Procedure 68-3 that currently governs municipal employee travel.

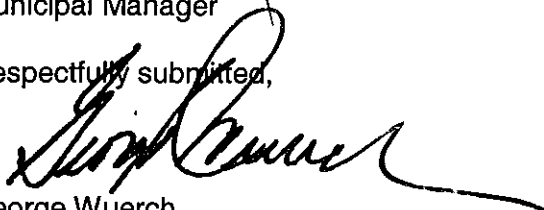
Concur:


Harry J. Kieling
Municipal Manager

Prepared by:


Cheryl Frasca
OMB Director

Respectfully submitted,


George Wuerch
Mayor



**MUNICIPALITY OF ANCHORAGE
OPERATING
POLICY/PROCEDURE**

P&P No.

68- 1

Page 1 of 16

Effective Date:

October 15, 2000

Subject:

**Employee Travel Approval, Travel Expense
And Per Diem**

Supersedes No.

68-1

Dated:

9/15/00

Approved by:

1. PURPOSE

To establish the policies and procedures for approving employee travel, for the payment of travel per diem and for the reimbursement of authorized travel expenses.

2. TRAVEL AND APPROVAL POLICY

a. All Municipal employees and officials, including elected and appointed members of boards and commissions, must have all Municipal travel approved in accordance with this policy. **EXPENSES INCURRED FOR MUNICIPAL TRAVEL IN NON-COMPLIANCE WITH THIS POLICY WILL NOT BE PAID OR REIMBURSED.**

b. It is the policy of the Municipality that employee travel for official business outside the Anchorage area be in the most direct and economic way to accomplish the business.

c. Employee travel shall only be approved for travel that is necessary and prudent and when one or more of the following criteria are met:

- (1) The travel is required to achieve operational and service objectives of the Municipality.
- (2) The travel is required to support state or federal efforts which are beneficial to the Municipality.
- (3) The travel is mandated by the state or federal government.
- (4) The travel is for specific training which is required for employees to perform municipal functions, such as training on technological advances or for required certifications.
- (5) The travel is for specific training which will result in a significant cost savings or cost avoidance to the Municipality. Such cost savings or avoidance shall be demonstrated prior to approving the out-of-state training.
- (6) The travel is required to attend a national or state board, committee meeting or conference as a municipal representative and the exchange of information or participation will result in an economic benefit to the Municipality.

d. Travel under the following conditions shall not normally be approved when costs are at municipal expense. When approved, written justification shall have been prepared by the traveler and included on or attached to the Travel Authorization request.

- (1) Travel by first class or business class air accommodations.

- (2) Travel by more than one person to the same meeting or location.
- (3) Travel by other than the most economic and direct route.
- (4) Rental car class above economy/compact rate.

e. Use of rental vehicles

The Municipality of Anchorage is self-insured. Therefore, if a rental vehicle is approved for the travel, vehicle insurance is not required. However, self-insurance is not applicable for any period that the vehicle may be used for personal reasons. Insurance coverage during such periods are the responsibility of the traveler.

If a car is rented during travel and an accident occurs, advise the investigating officers that the Municipality is self-insured. Immediately contact MOA Risk Management at (907) 343-4207. If Risk Management is not available, contact Scott Wetzel Services, MOA Claims Adjuster at (907) 561-1725.

f. Fair Labor Standards Act

The Fair Labor Standards Act (29 C.F.R. & 785.39) specifies that if employees who are not exempt under the FLSA (generally represented personnel) travel during normal working hours (i.e., 8:00 a.m. to 5:00 p.m.) on non-work days (i.e., Saturday or Sunday for an employee who works Monday to Friday) the time of travel during the normal work hours is compensable. Generally, travel during times outside of the normal work hours are not compensable. However, employees who work while traveling must be compensated and employees required to drive or be a passenger in an automobile must be compensated.

Agency heads must review the FLSA for further details. The chart below summarizes the compensatory requirements for travel.

	<u>Work Day</u>	<u>Non-Work Day</u>
<u>Normal Work Hours</u>	Compensable	Compensable
<u>Normal Non-Work Hours</u>	Not Compensable	Not Compensable

3. TRAVEL EXPENSE AND PER DIEM POLICY

It is the policy of the Municipality of Anchorage to reimburse employees for the following actual and necessary expenses incurred while on official Municipal business outside the Anchorage area, provided the travel was properly authorized and approved in advance.

- a. Air Travel Costs - The Municipality will pay for all costs of air transportation that are directly related to travel on official business. The most economical and direct route possible shall be utilized. Refer to the Municipal Purchasing Requester's Guide for purchase of ticket. Note: Business class or other upgraded travel based on length of trip or circumstances of travel requires approval of the Mayor or Municipal Manager.

- b. Private Vehicle Costs - The Municipality will reimburse travelers for use of their privately owned vehicle at the rate of 30 cents per mile not to exceed the cost of coach class airfare. If vehicle travel is used instead of airfare for the employee's convenience, extra travel time must be charged to leave time. If two or more employees travel in the same vehicle, the reimbursement will not exceed the cost that would have been incurred had they all traveled by air. Only the owner of the vehicle may claim reimbursement for mileage.
- c. Municipal Vehicle - The Municipality will reimburse the cost of fuel and other vehicle operating costs. No reimbursement for mileage will be allowed.
- d. Lodging Costs - The Municipality will pay lodging costs (room and tax) only at an economy and single occupancy rate, unless two Municipal employees share a double room and then a double occupancy rate will be paid. Government rates shall be requested and used whenever possible.
- e. Per Diem:
 - (1) The Municipality will pay up to \$36.00 per diem for meal and incidental expenses (as defined by the Internal Revenue Service, "incidental expenses include laundry, tips and refreshments") during time away from the Anchorage area to include the necessary time spent traveling to and from Anchorage. The \$36.00 rate includes \$6.00 for breakfast, \$8.00 for lunch, \$18.00 for dinner and \$4.00 for incidentals. Normally, per diem is not paid for trips of a duration equal to a normal work day.
 - (2) A deduction to per diem will be made for meals paid for separately by the Municipality and meals paid for by others. This includes meals paid in advance and/or included in registration fees and business meals reimbursed to the traveler or reimbursed to another Municipal traveler as a business meal. Meals provided by airlines do not impact per diem entitlement. Continental breakfasts which are provided do not impact per diem entitlement.
 - (3) The Municipal per diem rate may be in excess of the established Federal per diem rate for meals and incidental expenses. The Federal rate varies based on the locality of travel. Excess per diem will be included in taxable wages of the traveler in accordance with requirements of the Internal Revenue Service.
 - (4) When per diem is not claimed for reimbursement, the cost of meals and incidentals will only be reimbursed up to the daily per diem rate (\$36.00). Unless approved by the Mayor or the Municipal Manager, receipts for all amounts claimed for reimbursement must be attached to the Travel Expense Report and summarized by date.
 - (5) The Internal Revenue Service requires that per diem be pro-rated for partial days of travel which will occur on departure or arrival from Anchorage. The following is the departure and arrival pro-rating. It is effective with the publication of this policy and procedure and supersedes all other pro-ratings. This pro-rating is based on the Internal Revenue Service "consistent application and reasonable business practice" rule. The actual departure and arrival of the aircraft will be used to determine the times. If

traveling by private vehicle, the times are based on the actual departure and arrival time from the point of origin.

DEPARTURE TIMEALLOWANCE

12:01 am TO 9:00 am	\$36.00
9:01 am TO 2:00 pm	\$30.00
2:01 pm TO 8:00 pm	\$22.00
8:01 pm TO 12:00 midnight	\$ 4.00

ARRIVAL TIMEALLOWANCE

12:01 am TO 6:00 am	\$ 4.00
6:01 am TO 12:00 noon	\$10.00
12:01 pm TO 6:00 pm	\$18.00
6:01 pm TO 12:00 midnight	\$36.00

- f. Car Rental Costs - The Municipality will reimburse car rental cost only if car rental was approved by the Travel Authorization, and then only for the days/mileage necessary to conduct official business. In unusual circumstances, reimbursement for car rental without pre-authorization may be authorized by the approving authority if there is valid justification. Car rental expenses without pre-authorization may become the responsibility of the traveler.
- g. Laundry and Dry Cleaning Costs - The Municipality will reimburse reasonable and necessary laundry and dry cleaning costs after the traveler is away from Anchorage on official business for more than five days excluding travel time. Certain unusual circumstances, such as official functions with high level government officials, presentations at formal dinners or functions or travel overseas may present circumstances where the five day limit may be waived. Waivers will be requested in writing and submitted with the travel expense report. Laundry and dry cleaning costs are included in the Federal per diem rate for meals and incidental expenses. Therefore, the reimbursement will be included in the traveler's taxable wages as excess per diem in accordance with requirements of the Internal Revenue Service. Laundry and dry-cleaning costs should have specific justification attached to the travel expense report.
- h. Registration Fees - The Municipality may make advance payment or reimbursement for education/training fees in accordance with Municipal Policy/Procedure 64-2, Education and Training Assistance Programs, or for other types of registration fees which have been approved by the Travel Authorization. Fees for entertainment, spouse activities and similar expenses are the responsibility of the traveler and will not be paid by the Municipality.
- i. Other Expenses - The Municipality will reimburse taxi, airport limousine service, telephone calls and other official expenses when shown to be directly related to official business.
- j. Business Meals - The Municipality will reimburse necessary business meal expense in accordance with Policy/Procedure 68-3, Reimbursement of Business Meal Expenses.
- k. Travel Advance - The Municipality may make travel advance payments when requested, not to exceed 80% of the estimated Travel Authorization expenses of: Lodging; per diem; car rental;

and other. If the traveler has prepaid transportation and registration fees, these may be included in the advance calculation. Police and Fire Retirement System retirees may receive 100% advance when approved by the Police and Fire Retirement Board.

4. ORGANIZATIONS AFFECTED

All Municipal agencies, boards and commissions.

5. REFERENCES

- a. Municipal Policy/Procedure 64-2, Education and Training Assistance Programs.
- b. Municipal Policy/Procedure 68-3, Reimbursement of Business Meal Expenses.

6. DEFINITIONS

- a. Anchorage Area - The Municipality of Anchorage.
- b. Education/Training Assistance Form - Municipal Form #06-012.
- c. Municipal Official Non-Employees - Members of Municipal boards and commissions, both elected and appointed.
- d. Per Diem - The rate of pay per day for meals and other miscellaneous expenses, beginning each 24 hour day at midnight, while in a travel status.
- e. Travel Authorization - Municipal Form #47-019 (Attachment A).
- f. Travel Expense Report - Municipal Form #47-009 (Attachment C).
- g. Traveler - A Municipal employee, Mayor, members of the Assembly, and Municipal Official Non-Employees authorized to travel on official business for the Municipality of Anchorage outside the Anchorage area.
Note: The traveler may also be the Mayor's or designee's spouse if the spouse's travel is necessary to properly represent the Municipality.
- h. Trip Report - See Attachment B for example

7. RESPONSIBILITIES

- a. Employees requesting approval for travel outside the Anchorage area shall:
 - (1) Read this policy and procedure upon determining a travel requirement.
 - (2) Complete a Travel Authorization (Form #47-019) (Attachment A).

- (3) Submit the completed Travel Authorization and any additional written justification to the appropriate approving authority in a timely manner to secure most favorable discount fares.
 - (4) A Travel Authorization should be completed even if a non-municipal agency or the traveler is bearing the cost of the trip. A properly authorized Travel Authorization provides the traveler with appropriate protection in the event of accident, illness or injury.
- b. The Mayor or Mayor's designee shall:
 - (1) Approve/disapprove travel for all Agency and Department heads.
 - (2) Approve/disapprove travel for the Municipal Manager.
- c. The Municipal Manager is designated to:
 - (1) Approve/disapprove travel to be performed by the Mayor.
 - (2) Approve/disapprove all employee travel outside the United States.
- d. Agency heads are designated to:
 - (1) Approve/disapprove all travel of employees within the United States.
 - (2) Ensure that Municipal funds are spent in a prudent and effective manner resulting in maximum benefit to the Municipality. Ensure the travel is budgeted for within the Agency's budget.
 - (3) Ensure that all agency employees who travel outside of the Anchorage area have read this policy and procedure prior to departure.
 - (4) Review and approve/disapprove all Travel Expense Reports.
 - (5) When the Travel Authorization indicates reimbursement for all or part of the expenses by another person or organization, ensure that reimbursement is received by the Municipality.
- e. The Agency Payroll Clerk shall:
 - (1) Process requests for travel advances through the Payroll System.
- f. The Controller Shall:
 - (1) Establish a file of approved Travel Authorization Forms including any written justifications and ensure that travel has been approved prior to making a travel related payment, e.g., hotel deposits or registration fees.

- (2) Establish a suspense file to ensure that Travel Expense Reports are received within 30 days after the travel completion date reflected in the Travel Authorization.
 - (3) Review all Travel Expense Reports to ensure that travel payments and reimbursements are made in accordance with this policy/procedure.
 - (4) Coordinate any Travel Expense Report with the Agency where the claimed line item expenses exceed the travel authorization line item estimated expenses by more than 10%. This coordination may be accomplished by returning the travel expense report to the agency or contacting the traveler by telephone. Actual expenses which deviate more than 10% higher than authorized estimates shall have specific justification. The justification shall be approved by the Controller. Depending upon the circumstances and amount of the deviation, the travel expense report may be forwarded to the Municipal Manager for review and approval.
 - (5) Maintain combined trip expenses by compliance with the travel invoice procedures in the Accounts Payable User's Guide.
 - (6) Compute and prepare a report of each traveler's per diem, by locality, in excess of the established Federal per diem rate for meals and incidental expenses for that locality.
 - (7) Provide a periodic report of the computed excess per diem to Payroll for inclusion in the traveler's taxable wages in accordance with requirements of the Internal Revenue Service.
- g. The Chairman of the Assembly shall approve/disapprove all in-state and out-of-state travel of employees assigned to agencies reporting directly to the Assembly. Joint Mayor/Assembly agencies shall process all travel authorizations and expenses through the Mayor.
- h. Travelers shall:
- (1) Incur only those expenses which are necessary and reasonable to accomplish the approved purpose of the trip.
 - (2) Maintain a travel log or other record of travel dates and expenses to sufficiently itemize and support business expenses, obtain original receipts needed for reimbursement of lodging, car rental, gasoline and other expenses over \$20 and the last page of the airline ticket packet.
 - (3) Ensure all business expenses incurred and submitted for reimbursement are in compliance with this policy/procedure.
 - (4) Submit a final itinerary as required in Section 9c(2)(a) of this policy/procedure.
 - (5) Provide justification and reconciliation of indirect routing as required in Section 9c(2)(b) of this policy/procedure.

- (6) Submit a completed Travel Expense Report including all required items to the Controller within 30 days after completion of travel.
- (7) Attach the completed Trip Report (Attachment B) within 30 days, to the completed Expense Report. The Trip Report is to provide a commentary covering the areas/meetings attended in support of the justification used in the original travel request. Provide subject matter covered, its' relevance to the Municipality and any suggested changes, impacts or references that are appropriate to the operation of the Municipality. The Trip Report is to be a detailed presentation of ideas or concerns that were a product of the travel. Of particular interest are new and more effective methods and procedures for accomplishing municipal business. These reports are to be circulated among those individuals that could gain from having been exposed to the ideas generated by the travel. At a minimum, trip reports are to be reviewed by the Department Head through the respective Director.
- I. Municipal Official Non-Employee Travel - The members of Municipal boards and commissions, both elected and appointed, must have all official travel approved, in accordance with this policy and procedure, and must prepare a Travel Expense Report for reimbursement of travel expenses, in accordance with this policy and procedure.

8. TRAVEL APPROVAL PROCEDURES

- a. A Travel Authorization shall be completed by the traveler immediately upon determining that travel outside the Anchorage area is required, but no later than two weeks prior to departure. See Attachment A for an example and instructions for completing the form.
- b. The traveler shall submit the completed Travel Authorization and any additional written justification to the appropriate endorsing and approving authority.
- c. The original of the approved Travel Authorization, including any written justification, shall be forwarded by the approving authority to the Accounts Payable Section within the Controller Division.
- d. Return Copies to the traveler's department or section, as appropriate, for making travel arrangements and processing travel advance through the Agency Payroll Clerk.

9. TRAVEL EXPENSES AND PER DIEM PROCEDURE

a. Travel Advance

When a travel advance is required, the payment will be processed by the Agency Payroll Clerk based upon receipt of the Travel Authorization reflecting the request. Payment will be made on the regularly scheduled pay date prior to the traveler's scheduled departure date.

b. Registration Fees

A Voucher (Form 47-012) will be used for the payment of registration fees which may include advance payment of lodging and/or meals. The Voucher (supported by an approved

Education/Training Assistance form for any registration, training or educational seminar), a completed registration form, and a copy of the brochure or other announcement establishing the dollar amount of the fees will be forwarded by the agency as part of the travel authorization package. The Educational/Training Assistance form should be sent to Employee Relations for approval with notations that it is travel related. The Educational/Training Assistance form will then be matched with the approved travel package in Accounts Payable. An Educational/Training Assistance form is not required for board or commission members, municipal official non-employees or members of the assembly. A personal check may be attached to pay for entertainment, spouse activities and other personal expenses so that it can accompany the Municipal payment for official business.

c. Travel Expense Report (Attachment C) Form 47-009.

- (1) A Travel Expense Report shall be used to claim reimbursement of travel expenses incurred while on official Municipal business outside of Anchorage. The report will be completed and forwarded to the Controller for reimbursement within 30 days after completion of travel.
- (2) The Traveler must provide the following information with the Travel Expense Report:
 - (a) A final itinerary, only if deviations occurred from the approved travel. Deviations include, but are not limited to, routing changes, traveling on weekend to take advantage of reduced air fares, leave taken and dates, additional days in travel status, justification for car rental not previously authorized, justification for business meals to be reimbursed separately from per diem and justification for actual expenses in excess of 10% for each authorized line item on the Travel Authorization.
 - (b) A reconciliation of the actual air fare to the most economical and direct route must be provided when indirect routing is used, or the trip is extended. Submit the original last page or a copy of the airline ticket and form for approved leave taken in conjunction with travel. If travel by private vehicle is authorized, mileage reimbursement will be through the agency payroll clerk in accordance with Policy and Procedure 76-1. A copy of the mileage reimbursement form should be submitted with the travel expense report.
 - (c) If double occupancy is used, a reconciliation to single occupancy must be provided. However, if double occupancy is due to Municipal travelers sharing a room, the other traveler must be named and amounts to be reimbursed to each party must be specified. If a non-economy room is used, an explanation must be included.
 - (d) An itemized list with an explanation of each charge under \$20.00 must be included on the Expense Report or attached to the report. Receipts are required for any individual charges that exceed \$20.00.
 - (e) Car rental receipts must be annotated to show any allocation of expense between business and non-business usage.

- (f) Individual phone calls exceeding \$20.00 must be explained on the bill or by memorandum.
- (g) Business meals shall be supported by an itemized receipt from the vendor providing the meal, the names of Municipal attendees and guests, the business affiliation of guests, the date and location of the business meal, and a statement of circumstances justifying the conduct of business. The statement must answer why it was necessary to conduct business during a meal.
- (h) Failure to submit the Travel Expense Report in a timely manner will jeopardize future authorizations to travel. Failure to settle a travel advance within 30 days after completion of travel may result in the advance being deducted from the traveler's paycheck or from any monies due the traveler.

See Attachment C for instructions for completing the report.

10. ANNUAL REVIEW/LEAD REVIEW AGENCY

The Finance Department, in coordination with the Municipal Managers Office, will review this document in July of each year for any needed revisions.

ATTACHMENT A**Instructions for Preparing the Travel Authorization**

The following instructions for completing a Travel Authorization are keyed to the example. When additional explanation is needed, please try to include as much on the form as possible rather than using attachments.

1. **Contact Information** - Self-explanatory except that the telephone number provided will be used to notify the traveler when travel advance and travel reimbursement payments are ready to be picked up in Treasury. If a person other than the traveler is to be notified and authorized to pick up the check payment, include this person's name and telephone number in the phone number block.
2. **Purpose of Trip** - Enter the purpose of the travel to include the criteria for the trip as identified in Section 2 of this policy/procedure and the exact dates of the business. Describe the benefit that will be derived by the Municipality from the travel. This may be amplified by a separate memorandum to the approving authority when deemed necessary. If other Municipal employees will be on the same trip, explain the need for more than one person.
3. **Itinerary** - Complete all information requested in this block. The beginning and ending dates should include travel time and annual leave taken during this timeframe. Anticipated enroute stops, dates and purpose of each stop must be clearly identified. Also, note whether or not a car rental is needed and the reason for the rental. Note: An advance travel payment will not be made more than five (5) working days prior to the date authorized to depart Anchorage. This will be the beginning date of official travel or, when appropriate, the beginning date of annual leave, whichever is earlier.
4. **Estimated Expenses** - Enter an estimate of all expenses to be incurred by the Municipality for the proposed trip. Lowest discount airfare should be used with justification for other fares included. Items paid for by the employee or another organization should not be included in the dollar estimate but identified separately on the form as to who is paying. "Other" expenses should include airport shuttles or taxi fees, business phone calls, or other anticipated miscellaneous expenses. While this is an estimate, it is expected that the dollar information shown will be reasonably accurate. Hotel/Motel taxes should be included in the lodging estimate.
5. **Advance Required** - Enter the dollar amount of the travel advance payment required, if any. The maximum advance allowed is 80% of the total expense estimated for lodging, per diem, car rental, and other expenses. Registration fees and the cost of transportation by air are paid by the Municipality and are not reimbursable expenses for the purpose of calculating the advance travel payment. If the traveler has **pre-paid** transportation and registration fees, these may be included in the travel advance.
6. **Do not submit a Request for Voucher Check for Advance** - Leave blank. Travel advances will be processed upon receipt of the original Travel Authorization by Accounts Payable using the Travel Authorization as the support document. A Request for Voucher Check is not required.
7. **Accounting Information** - Enter the complete accounting distribution code to be expensed for the travel. The Department's Budget Officer will note amount budgeted and unencumbered amount and sign next to "Funds Verified."
8. Self-explanatory.
9. **Signatures** - The Travel Authorization must be signed by the traveler, his/her agency head and, when required, by the approving authority specified in Section 7 of this policy/procedure. Chief Fiscal Officer approval is not required.

Municipality of Anchorage
TRAVEL AUTHORIZATION



Name _____ SSAN _____

Position _____ Department _____ Division / Station _____ Emp Phone _____ Contact Person _____

Date _____

2

Beginning Date _____ Ending Date _____

Origin _____ Destination _____

En Route Stops _____

Annual Leave Authorized Beginning Date (Date, Times when less than a full day) _____

Travel Expense Report Due (30 days after return to Anchorage) _____

Mode of Travel: ☐ AIR ☐ PRIVATE VEHICLE ☐ OTHER ☐

Car Rental: YES ☐ NO ☐

Justification: _____

TRAVEL EXPENSES

Transportation _____

Lodging _____

Per Diem _____

Registration Fee _____

Car Rental _____

Other _____

Total _____

Advance Required _____

Advance Processed by Accounts Payable _____

Submit Request for Voucher Check for Advance 5 Days Prior to Departure Date.

6

Amount Budgeted _____

Unencumbered Amount Budgeted After This Encumbrance _____

Funds Verified _____

Budget Officer _____

Bu. Unit	Account	Fund	On	Program	Activity	Project / Grant	Relativities of Expense
							%
							%
							%
							%

COMPLETE TRAVEL EXPENSE REPORT (FORM 47-009), ATTACH SUPPORTING DOCUMENTS AND SUBMIT TO CONTROLLER WITH 8 DAYS OF YOUR RETURN TO ANCHORAGE OR ALL MONIES ADVANCED TO YOU WILL BE DEDUCTED FROM YOUR NEXT PAYROLL CHECK.

Employee Signature _____

Department Director _____

Mayor / Municipal Manager _____

Subject:

**Employee Travel Approval, Travel Expense
And Per Diem**

No.

68-1

Page 13 of 16

ATTACHMENT B

**Municipality of Anchorage
Trip Report**

FROM: Traveler

SUB: Trip Report Format

1. **Purpose:** Briefly state the reason for your trip. The report should answer the questions who, what, when, where and how much, and then provide recommendations and conclusions. Attach meeting minutes or any other background material that provides more detailed information if needed.
2. **TRAVELER(S):** Include first name and surname and organization. Provide position titles of travelers from different offices or organizations.
3. **ITINERARY:** List location(s) visited, inclusive dates and key personnel contacted.
4. **DISCUSSION:** Base the amount of detailed information you include here on the knowledge level of your intended readers. Always include the trip objective, problems encountered, findings, future commitments made, your contribution to the event and lessons learned.
5. **CONCLUSIONS/RECOMMENDATIONS:** Summarize your findings and/or recommended actions.

Signed: Traveler

Attachments:

ATTACHMENT C**Instructions for preparing the Travel Expense Report**

The following instructions for completing a Travel Expense Report are keyed to the example:

1. Enter the name of the traveler. Proper names, including middle initial, should be used. Nicknames are to be avoided.
2. Enter the Department.
3. Enter the date that travel began.
4. Indicate the desired disposition of the check by entering the organization number, name and telephone number of the person authorized to pick up the check.
5. Enter the month in the column above the calendar day the travel began.
6. Circle the days the travel was performed.
7. Enter the time of departure and the time of return on the appropriate line (AM or PM) in the column for the day of departure and day of return. Since per diem calculations will be based on this time, it should reflect the actual time of aircraft departure or arrival. Do not base these times on arrival or departure from home. The exception would be due to approved privately owned vehicle travel. When personal time is taken in conjunction with official travel, enter the time business was concluded and the traveler would have otherwise been able to begin return travel.
8. Enter the dollar amounts of per diem claimed for each day of travel. The dollar amount of per diem payable for the day of departure and the day of return must be calculated based on the portion of the day away from Anchorage. See paragraph 3e(5). Travel expense reports revised December 1993 and earlier do not contain the correct partial per diem rates.
9. Circle meals provided by MOA or others.
10. Enter the city and state applicable for each night's lodging.
11. Enter the dollar amount claimed for lodging for each day. This will normally be the amount shown on the hotel bill as room charges, plus the daily room tax. Reimbursement for lodging is limited to the single occupancy rate. Original lodging receipts must be provided.
12. Enter the amount claimed for ground transportation. Original receipt must be provided for ground transportation costs in excess of \$20.
13. Enter the amount incurred for use of rental car for official business. Original car rental receipt must be provided.

Subject:

**Employee Travel Approval, Travel Expense
And Per Diem**

No.

68-1

Page 15 of 16

14. Enter the amount of telephone charges incurred for official business. For calling card telephone bills, a copy of the travelers telephone bill must be provided for telephone charges from the hotel; eliminate personal calls on the lodging receipt.
15. Enter other reimbursable expenses such as laundry costs and gasoline for rental car. Original receipts must be provided. Since laundry is considered by the IRS as an incidental expense and is part of the \$36.00 per diem rate, specific laundry reimbursements must have detailed justification.
16. Enter the total for each column.
17. Enter the total for each line.
18. Enter the total reimbursement claimed.
19. Enter the check number and dollar amount of the travel advance, if received. If none, enter zero.
20. Subtract the travel advance from the total reimbursement requested. If the advance was more than the actual expense claimed for reimbursement, enter the amount to be repaid to the Municipality. Repayments must accompany the travel expense report. Checks should be made payable to the "Municipality of Anchorage." If the travel advance was not received, or if the travel advance received was less than the total travel expense reimbursement claimed, enter the amount to be reimbursed to the traveler.
21. The traveler must sign. This is the traveler's claim for reimbursement and may not be signed by a second party "for" the traveler.
22. Travel Expense Reports must be reviewed and approved by the traveler's Agency Head. The Agency Head must sign as the approving authority.

Subject:
**EMPLOYEE TRAVEL APPROVAL, TRAVEL EXPENSES
AND PER DIEM**

No.
68-1

Page 16 of 16

Attachment B

TRAVEL EXPENSE REPORT



1 Name _____
2 Department _____
3 Date of Departure _____
4 Check Disposition _____
5 Org. No. _____ Name _____ Phone No. _____

5		6																														
Month		Day (Circle the appropriate day of the month)																														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Departure and Return Times	7																															
Per Diem	8																															
Meals Provided (Paid by MCA or Other)	9																															
Location	10																															
Lodging	11																															
Taxi, Limousine	12																															
Auto Rental	13																															
Telephone	14																															
Other	15																															
Total	16																															
17																																
18																																
19																																
20																																
21																																
22																																

Per Diem - \$36.00 Per Day

Time of Departure
12:01 am TO 9:00 am = \$36.00
9:01 am TO 2:00 pm = \$30.00
2:01 pm TO 8:00 pm = \$22.00
8:01 pm TO 12:00 mid = \$4.00

Time of Return
12:01 am TO 6:00 am = \$4.00
6:01 am TO 12:00 noon = \$10.00
12:01 pm TO 6:00 pm = \$18.00
6:01 pm TO 12:00 mid = \$36.00

Less Cash Advance \$

Amount to be Refunded to MCA \$

Amount to be Reimbursed to Employee \$

Employee Signature

Approving Authority

Municipality of Anchorage
MUNICIPAL CLERK'S OFFICE
Agenda Document Control Sheet

Am 659-2002

(SEE REVERSE SIDE FOR FURTHER INFORMATION)

1	SUBJECT OF AGENDA DOCUMENT	DATE PREPARED	
	AO 2002-112 Amending the Municipal Code Regarding Travel Expenditures	July 12, 2002	
		Indicate Documents Attached <input type="checkbox"/> AO <input type="checkbox"/> AR <input checked="" type="checkbox"/> AM <input type="checkbox"/> AIM	
2	DEPARTMENT NAME	DIRECTOR'S NAME	
	Office of Management and Budget	Cheryl Frasca	
3	THE PERSON THE DOCUMENT WAS ACTUALLY PREPARED BY	HIS/HER PHONE NUMBER	
	Cheryl Frasca	343-4490	
4	COORDINATED WITH AND REVIEWED BY	INITIALS	DATE
X	Mayor		
	Heritage Land Bank		
	Merrill Field Airport		
	Municipal Light & Power		
	Port of Anchorage		
	Solid Waste Services		
	Water & Wastewater Utility		
X	Municipal Manager	<i>MF</i>	<i>7/12</i>
	Cultural & Recreational Services		
	Employee Relations		
	Finance, Chief Fiscal Officer		
	Fire		
	Health & Human Services		
X	Office of Management and Budget	<i>CF</i>	<i>7/11/02</i>
	Management Information Services		
	Police		
	Planning, Development & Public Works		
	Development Services		
	Facility Management		
	Planning		
	Project Management & Engineering		
	Street Maintenance		
	Traffic		
	Public Transportation Department		
	Purchasing		
	Municipal Attorney		
X	Municipal Clerk		
	Other		
5	Special Instructions/Comments		
	<i>Addendum - Introduction</i> <i>J.F.B.</i> <div style="text-align: right;"> <i>2002 JUL 12 PM 2:57</i> <i>11 0 11</i> </div>		
6	ASSEMBLY HEARING DATE REQUESTED	7	PUBLIC HEARING DATE REQUESTED
	<i>7/16/02</i>		<i>8/6/02</i>



MUNICIPALITY OF ANCHORAGE

ASSEMBLY INFORMATION MEMORANDUM

No. AIM 74-2002

Meeting Date: July 16, 2002

FROM: Mayor

SUBJECT: AO 2002-112 Amending Code Relating to Budgeting, Reporting of Travel Expenditures

As requested by the Assembly, attached is the Budget Advisory Commission's response to the proposed ordinance changes governing the budgeting and reporting of travel expenditures.

Concurs:

Harry J. Kieling
Municipal Manager

Transmitted by:

Cheryl Frasca
Cheryl Frasca
OMB Director

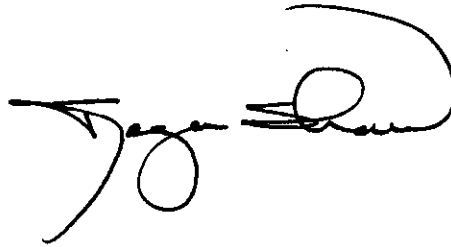
Respectfully submitted,

George Wuerch
Mayor

Budget Advisory Commission

July 16, 2002

To: Anchorage Assembly
From: Roger Shaw, Chair
Budget Advisory Commission
Subject: Proposed Travel Ordinance

A handwritten signature in black ink, appearing to read "Roger Shaw", is positioned to the right of the "From:" line of the memo.

At our joint meeting today of the Budget Advisory Commission and the Assembly you asked that we respond to tonight's proposed ordinance on changes to travel reporting and budgeting.

The BAC discussed this issue at its meeting that immediately followed the work session.

It is the opinion of the Budget Advisory Commission that current procedures for travel reporting are adequate. We do not yet see the benefits to be derived from the proposal.

Municipality of Anchorage
MUNICIPAL CLERK'S OFFICE
Agenda Document Control Sheet

(SEE REVERSE SIDE FOR FURTHER INFORMATION)

AIM 74-2002

1	SUBJECT OF AGENDA DOCUMENT AO 2002-112 Amending Code Relating to Budgeting, Reporting of Travel Expenditures	DATE PREPARED July 16, 2002
		Indicate Documents Attached <input type="checkbox"/> AO <input type="checkbox"/> AR <input type="checkbox"/> AM <input checked="" type="checkbox"/> AIM
2	DEPARTMENT NAME OMB	DIRECTOR'S NAME Cheryl Frasca
3	THE PERSON THE DOCUMENT WAS ACTUALLY PREPARED BY Cheryl Frasca	HIS/HER PHONE NUMBER 343-4415
4	COORDINATED WITH AND REVIEWED BY	INITIALS
<input checked="" type="checkbox"/>	Mayor	
	Heritage Land Bank	
	Merrill Field Airport	
	Municipal Light & Power	
	Port of Anchorage	
	Solid Waste Services	
	Water & Wastewater Utility	
<input checked="" type="checkbox"/>	Municipal Manager	<i>HK Signed JS</i>
	Cultural & Recreational Services	<i>7/16/02</i>
	Employee Relations	
	Finance, Chief Fiscal Officer	
	Fire	
	Health & Human Services	
	Office of Management and Budget	
	Management Information Services	
	Police	
	Planning, Development & Public Works	
	Development Services	
	Facility Management	
	Planning	
	Project Management & Engineering	
	Street Maintenance	
	Traffic	
	Public Transportation Department	
	Purchasing	
	Municipal Attorney	
	Municipal Clerk	
	Other	
5	Special Instructions/Comments	
	<i>Adendum -</i>	
	<i>Introduction</i>	
	<i>ref. to 2002-112</i>	
	2002 JUL 16 PM 3:49 64:3 HD 91 JUL 2002	
6	ASSEMBLY HEARING DATE REQUESTED July 16, 2002	PUBLIC HEARING DATE REQUESTED