

| <b>CITY OF SAN LUIS</b>                |                    |   |
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| <b>TRAVEL POLICY</b>                   | <b>PAGE 1 OF 2</b> | <b>ARTICLE 1. GENERAL</b>   |
| <b>HR307-T-1-02 GENERAL PROVISIONS</b> |                    | <b>Origination date: July 9, 2003</b><br><b>Revision date: March 31, 2004</b> |

**Purpose:** To reimburse employees and City Council members for travel expenses directly associated with City business and to establish uniformity in procedures.

**Applicability:** To all city employees and to all City service positions, classified and unclassified, including but not limited to volunteers, management, contract employees and elected officials.

**HR307-T-1-02. General Provisions**

- A. In general, all travel for city business must be authorized in advance by the supervisor or Department Head. All travel for Council members must be approved in advance by the City Mayor.
- B. In-state and out of state travel.
  - 1. All travel within the boundaries of the state of Arizona shall be considered in-state travel, and
  - 2. All travel outside the boundaries of the state of Arizona shall be considered out-of-state travel.
  - 3. All out of state travel or out of the country travel requires authorization in advance from the City Administrator in the case of employees and from three members of council for the City Mayor and a council member; one of the three members of council authorizing the trip may be the traveler.
- C. Travel authorization is necessary even when the employee's expenses are paid or reimbursed by an agency other than the city and the trip is undertaken as part of an employee's official duties as a city employee. All travel is conducted according to this policy regardless of funding source.
- D. When travel is necessary, the most economical method of travel taking into account the travel time should be selected.
- E. Reimbursement for travel is limited to expense of travel by the most direct and usually traveled route taking into consideration the cost and travel time.
- F. An employee or official traveling by an indirect route or prolonged stay for his own pleasure and convenience will not be reimbursed for subsistence and travel expenses in excess of those, which would have been required for travel by the most direct and economic route or mode of transportation.
- G. Travel should be limited to essential personnel.
- H. Travel claims should be submitted at least every 30 days (monthly) to assure timely processing.