

EXHIBIT A – SUPPLEMENTAL TERMS AND CONDITIONS

1. NON-ASSIGNABILITY:

This Agreement is in the nature of a personal services agreement and Consultant shall have no power to assign its rights and obligations under this Agreement. OR without the prior written consent of the City. Any attempt to assign without such prior written consent shall be void.

AND

An essential consideration provided to the City by Consultant to induce the City to enter into the Agreement is Consultant's representation that the individual(s) performing services shall include Consultant's principals, _____ . Therefore, should any of the above named individuals sever their relationship with the Consultant, or otherwise be unavailable to carry out Consultant's duties under this Agreement for an extended period of time, which period shall be determined at the sole discretion of the City, then the City, without notice, may immediately terminate this Agreement for cause.

2. TITLE:

All documents including but not limited to artwork, copy, posters, billboards, photographs, video tapes, audio tapes, systems designs, drawings, estimates, field notes, investigations, software, reports, diagrams, surveys, analyses, studies or any other original works of authorship created by Consultant in the performance of this Agreement are to be and remain "works for hire" under Title 17, United States Code, and the property of the City and all copyright ownership and authorship rights in the work(s) shall belong to the City pursuant to 17 U.S.C. § 201(b). In the event that the work(s) that is/are the subject matter of this Agreement is deemed to not be work for hire, then Consultant hereby assigns to the City all of the right, title and interest for the entire world in and to the work(s) and the copyright therein. Consultant agrees to cooperate and execute additional documents reasonably necessary to conform to its obligations under this paragraph.

All documents, together with all unused materials supplied by the City, are to be delivered to the City upon termination of this Agreement before the final payment is made to Consultant.

3. OTHER REPRESENTATION:

3.1. Commercial Establishments and Local Governments

The Consultant shall not represent a commercial or industrial establishment of the City in pursuit of federal business except as expressly authorized by the City. The Consultant shall not represent other local government agencies in Maricopa County, except as expressly authorized by the City.

The Consultant shall not lobby the Phoenix City Council on any matter, nor shall it represent other clients on matters arising before the Phoenix City Council. The Consultant shall not represent other Arizona local governments or agencies before Congress or federal agencies except those that are either agencies of the City or for which written approval is granted by the Government Relations Director. Unless expressly authorized by the City Government Relations Director, the Consultant also agrees not to represent other clients before Congress, the Administration or federal agencies on matters that directly or indirectly conflict with the interests and policies of the City or the interests or policies of the National League of Cities.

3.2. Current Client List

Within ten (10) business days of the Effective Date of this Agreement, the Consultant shall provide the City's Government Relations Director with a current list of clients being represented before the City Council, Administration, federal agencies and Congress. After the Effective Date, the Consultant shall provide written notice to the Government Relations Director of proposed clients whose representation would be subject to this Section. To the extent permitted by law, City will endeavor to hold the information concerning Consultant's clients and proposed clients confidential. If the City receives a public records request pursuant to the Arizona Public Records Act for a copy of this client information, the City will provide written notice to Consultant of such request ten (10) business days prior to the City's release of such information to allow Consultant at Consultant's sole cost and expense to undertake such measures the Consultant deems appropriate to prevent the disclosure.

3.3. Prospective Clients

Within ten (10) business days after receipt of information as to the identity of Consultant's proposed new client, the Government Relations Director shall provide the Consultant with written notice of the City's position on the issue of conflict of interest with regard to that proposed new client. If no written disapproval is communicated to the Consultant within ten (10) business days of the City's receipt of the name of each such proposed client, then, and in that event, approval of such representation shall be presumed. The City also agrees to make a good faith effort to approve or disapprove such proposed representation in less than ten (10) days if in the business interests of the Consultant and requested by it.

4. CONTRACTS WITH THIRD PARTIES:

Consultant or its subcontractors shall not contact third parties to provide any information in connection to the Services provided under this Agreement without the prior written consent of the City. Should Consultant or its subcontractors be contacted by any person requesting information or requiring testimony relative to the Services provided under this Agreement or any other prior or existing Agreement with the City, Consultant or its subcontractors shall promptly inform the City giving the particulars of the information sought and shall not disclose such information or give such testimony without the written consent of the City or court order. The obligations of Consultant and its subcontractors under this Section shall survive the termination of this Agreement.

Consultant agrees that the requirements of this Section shall be incorporated into all subcontractor agreements entered into by the Consultant. It is further agreed

that a violation of this Section shall be deemed to cause irreparable harm that justifies injunctive relief in court. A violation of this Section may result in immediate termination of this Agreement without notice.

5. TRANSITION OF CONTRACT:

At least thirty days prior to the expiration or termination of this contract vendor must provide all services necessary to ensure an orderly and efficient transition of the services, in whole or in part, to another provider and the City, including a transition plan, if required by the scope. Vendor will, without limitation, provide important information to the successor vendor and the City to ensure continuity of service at the required level of proficiency. Vendor agrees to provide to the city all files in ASCII format (or other city-designated format), supplies, data, records, and any other properties or materials of the City, which the City owns or has rights to pursuant to this contract and which are in the possession of vendor. The provisions of this section will survive the expiration or termination of this contract. Within the City's sole discretion, the vendor agrees to a month-to-month extension at the same price(s) for continued services or goods deemed as essential by the City.

EXHIBIT B – 2024-2025 FEDERAL LOBBYIST PERFORMANCE MEASURES

Overall

- Provide timely updates to city staff on: legislation; Federal Register notices; proposed rules; and grant opportunities and awards/results. Information must be timely to be actionable and, to the extent possible, the team should provide updates before they are already known to the city or disseminated by national organizations.
- Travel to Phoenix (each of the principal members in each issue area) at least once per year during the contract term to meet face-to-face with elected officials and city staff.
- Coordinate all meetings for Phoenix elected officials and staff with key federal agencies, congressional committee staff and members of Congress, as requested.
- Participate in weekly and monthly conference calls with city staff and provide updates on the state-of-play in DC and status of pursuing the city's priorities.
- Provide on a weekly basis: 1) written weekly reports of steps taken in pursuit of the city's federal priorities and 2) weekly updates on grant funding opportunities of interest to the city.
- Assist with efforts to place Phoenix elected officials on National League of Cities (NLC) and U.S. Conference of Mayors (USCM) committees, or other key panels as requested, and provide support to elected officials at conferences in Washington, DC.
- Notify the city, in a timely manner, of travel to Phoenix by high profile members of the Administration and federal agencies (under-secretary and above) and facilitate the coordination of visits by the same.
- Assist with key Administration initiatives of importance to the city, including My Brother's Keeper, and other opportunities that may arise for the city to be engaged and showcase its leadership on topical issues, such as disconnected youth.
- Provide a federal grants matrix that identifies potential competitive grant opportunities that are anticipated for the year with expected release dates, funding and metrics.

Community Development

- Coordinate meetings and conference calls between key U.S. Department of Housing and Urban Development (HUD) officials and city officials and staff to better educate HUD on city accomplishments, to advocate for administrative actions that further them and to resolve problems that may arise with respect to the city's use of HUD programs.
- Develop and implement strategies, as requested, to benefit the city's public housing portfolio, including: 1) Section 18 and/or Section 32 dispositions; 2) Rental Assistance Demonstration (RAD) conversions; 3) Choice Neighborhoods Initiative (CNI) applications and other rehabilitation and disposition options; and 4) Moving to Work (MTW) applications.
- Meet at least three times with key members of Congress or their staff on the city's community development priorities, including public housing priorities, Low Income Home Energy Assistance Program (LIHEAP) funding, Community Services Block Grant (CSBG) reauthorization and Head Start funding.
- Implement strategies, including building coalitions, to achieve a fair allocation of federal community development funding, including Community Development Block Grant (CDBG) funding and LIHEAP funding.
- Continue to assist the city with regards to expanding public parking options and furthering the economic revitalization of the Warehouse District. This includes working with the Department of Labor and Job Corps to secure a license agreement for use of Job Corps parking facilities.
- Continue to assist the city with regards to maintaining the eligibility of businesses for Historically Underutilized Business Zones (HUBZone) designation.
- Continue to implement strategies regarding funding and opportunities to assist with expanding and cultivating entrepreneurship and business incubators in the city.



City of Phoenix

ADMINISTRATIVE REGULATION	A.R. NUMBER 3.41 Revised
	FUNCTION Financial and Purchasing Page 1 of 11
SUBJECT BUSINESS, CONFERENCE AND TRAINING TRAVEL AND RELATED EXPENSES	EFFECTIVE DATE January 1, 2024
	REVIEW DATE

Purpose

The City must engage in travel for a variety of reasons. In our complex and highly technical world, sometimes important training is only available outside Maricopa County. The training can be technical (computer language and systems, DNA testing, water chemistry, environmental issues, etc.), administrative (Federal program or grant regulations) or regulatory (firefighting or helicopter certification requirements, etc.). Travel may be necessary for conferences in which state-of-the-art innovations and practices are shared for improving public service. Sometimes travel may be necessary to conduct business (Police Officers who travel to return criminals for trial or to interview witnesses, attorneys who are deposing witnesses or seeking to settle lawsuits, staff inspecting buses or other equipment being manufactured, etc.). In addition, international travel may occasionally be warranted to further economic development goals for the community.

This Administrative Regulation (A.R.) applies to all City employees, elected officials, board and commission members and non-city employees. Throughout this A.R. City employees, elected officials, board and commission members and non-city employees are collectively referred to as “travelers.”

General Policies

Any approval of business travel, conference, or training attendance, should include the following considerations:

- All approval processes must be consistent, including travel funded by enterprise funds, special revenue funds, general funds, grant funds or non-City funds.
- Business travel, conference or training events must provide a clear and understandable benefit to the City, our employees, and the community. If the training or travel did not take place, how would the City be disadvantaged?
- If several potential travelers need the same training, would it be more cost effective to bring in a trainer? Would other departments benefit from this type of training?
- Generally, attendance at professional organization conferences should occur when attendees are active within that organization. Attendance at executive board meetings of professional organizations should occur when the organization is clearly related to the attendee’s usual professional duties.
- Is equivalent training available virtually, through a local vendor, or employee resource group?
- Is the specific training session or conference appropriate for the person attending? If unsure, departments should consult with the Human Resources Department.

Required Approvals

At a minimum, all travel requests, estimated expenses, cash advances and final expense reports must be approved by the department/function head. An appointed "acting" department/function head may approve when the department/function head is unavailable. Temporary approval authority, on behalf of the department/function head, is allowed with a signed delegation memo, in accordance with A.R. 1.51 – Delegation of Authority.

If the traveler is at a department/function head level or higher the travel must be approved by the traveler's immediate supervisor.

Public safety departments (Police and Fire) will be allowed an exception to this rule. Since these departments each have large workforces assigned to multiple employee worksites, they are permitted, but not required, to delegate a specific employee to be the assigned alternate to the department head for purposes of this administrative regulation. The name of the employee delegated to this role must be provided to the City Manager's Office, Finance and Human Resources departments.

Travelers must file all travel documents – requests, travel authorization memo, expenses, cash advances, final expense reports – with their assigned department (the department that directly pays the employee or elected official's salary). Board and commission members and non-city employees must file their travel documents with the sponsoring department. All travel expenses paid for with City funds will be charged to the traveler's assigned department.

Additional approvals may be required, depending on the total cost and location of the event, as specified in the below travel matrix.

Travel Matrix				
Type of Travel	Approval Required			
	Division Head	Department/ Function Head	Deputy City Manager	Assistant City Manager or City Manager
In-State Travel	X	X		
Out-of-State Day Trip Only	X	X		
Police Investigation/ Extradition	X	X		
Subpoena (PD), Police Recruitment (PD)	X	X		
Fire Call Out	X	X		
All Costs Paid by Outside Agency	X	X	X	
Out-of-State Overnight	X	X	X	
Actual Expenses Exceed Estimates by 20% or More	X	X	X	
International Travel; Alaska, Hawaii, and/or U.S. Territories	X	X	X	X
Travel for which the total cost per person (estimated and/or actual) is \$4,000+	X	X	X	X
All Costs paid by Outside Agency/Out-of-State Overnight/Actual Expenses Exceed Estimates by 20% or More, for departments who report to the Assist. City Manager or City Manager	X	X		X

City Funded Travel

- Attendance at training or other professional development events, which occur within Maricopa County, is not considered “travel”. The authorization and reimbursement form for these events is the “In-County Registration form”.
- Attendance at events outside Maricopa County are considered “travel” and require an approved pre-travel request.
- All travelers on “City Business” or “City Authorized Education” time, must complete a pre-travel request, regardless of the funding source (i.e., Management Development or Employee Development funds, federal or state grants, outside agency, Sister Cities, CVB, etc.).
- All pre-travel requests must be submitted to the Finance Department, along with backup to support all travel details and expense estimates, and all required approvals, prior to the travel taking place. A full description of the training program/event must be included, as well as a travel authorization memo.
- The Finance Department is responsible for adhering to record retention and public records requests regulations, related to all City-business travel files.

Department Travel Budgets

Throughout the year, departments should monitor their travel and training expenditures to ensure that allocations are not exceeded. Carrying over or encumbering unused travel funds is not permitted.

Non-City Funded Travel

Business travel, conferences, or training funded with non-City resources, for any part of the total cost, requires approval in accordance with the travel matrix. Non-City resources include any funds that do not flow through the City’s SAP accounting system; this includes travel paid for by outside agencies, professional organizations (i.e., IPMA or ICMA), partnerships (i.e., Phoenix Sister Cities or Visit Phoenix – Convention & Visitors Bureau), etc.

If non-City resources pay all costs, a memo signed by the appropriate approver(s), as listed in the travel matrix, must be submitted to the Finance Department. A copy of the memo must be retained by the traveler’s assigned department in case questions arise about the trip.

Employees, elected officials, board and commission members and/or non-City employees attending a local, in-county training session or event sponsored by another government agency (i.e., City of Glendale, FBI) or one of the City’s employee groups (i.e., ASPTEA, PLEA) do not need City Manager or designee approval. For these in-county, no-cost training sessions where City Business or Education time is used, approved leave is required.

City Employee Participation in Third Party Conferences, Events or Activities

The City, at the sole discretion of the department head or above, may allow staff to attend a conference or other meeting, where a third party has offered to pay the employee’s travel costs, not to exceed the City’s daily rates for meals. Any appearance of a conflict of interest must be avoided.

For the purposes of this section, a “third party” is defined as any person or entity, public or private, other than the City or the employee. Travel costs may include airfare, lodging, transportation, meals and incidentals, or appearances, public events or ceremonies related to official City business. An employee may participate in all events hosted by the conference organizers as part of the scheduled activities and paid admission. City employees may participate in a dinner hosted and paid for by a third party at a conference, if all attendees have an equal opportunity to participate in the event and attendance at the dinner does not, or appear to, create a conflict of interest. Optional activities not included with the conference registration, such as golf or tickets to an entertainment event, cannot be accepted.

Except for conference registration and travel-related costs described above, City employees also are not allowed to accept “honoraria,” defined as gifts or money for participating in speaking engagements, lectures, conferences, or a panel while representing the City. Employees are responsible for ensuring they are complying with A.R. 2.93 – City Employee Gift Policy.

Non-exempt Employees

If non-exempt employees are conducting business travel or attending a conference or training, departments may need to discuss the potential for overtime pay with the Human Resources Department. Overtime costs must be considered when estimating the total travel costs.

Estimated Expenses

Travel planning should begin far enough in advance to limit travel expense costs and to take advantage of early-bird discounts, group rates, negotiated lodging rates, cheaper airfare, etc.

All pre-travel requests require that the purpose of the event, destination, the beginning and ending dates of the official leave, the beginning and ending dates of the event/conference/training/meeting, and an estimate of costs be submitted, and for all approvals to be completed, prior to travel commencing.

When gathering estimates, refer to the “Expenses Eligible for Reimbursement” section, for specific allowances or limitations related to travel expenses. Providing estimates for expenses that do not conform to this A.R., or when amounts or travel details that cannot be verified – missing, not clear, incorrect, or cannot be substantiated – with the provided backup, could result in approvals being delayed.

Pre-payment of Airfare, Registration and Lodging

Generally, the Finance Department will prepay airfare, lodging, and/or registration fees, including conference-sponsored meals directly to the conference/event or online vendor once all pre-travel request approvals have been properly completed. In order to maximize savings to the City, travelers may elect to pay airfare, registration and/or lodging expenses directly and be reimbursed. Often less expensive airline and lodging rates are available online and require payment at the time of booking. Many conference registrations are also available online.

However, keep in mind that travel expenses for many departments are the only opportunity to use M/W/SBE companies for purchasing. Travelers should check with their appropriate approvers before paying for any travel expense. Reimbursement for these expenses cannot be processed prior to traveling. Refer to the "Reporting Business, Training or Conference Expenses" section, for reimbursement of expenditures.

Post-travel Requirements

Within five business days, following the travel end-date, a post-travel expense report must be completed and submitted for approval. Typically, the same approver(s) that approved the travel prior to it taking place should also review and approve the completed post-travel expense report upon the traveler's return. Department approvers have up to 10 calendar days to review and approve the expense report, verifying attendance and reporting all actual expenses. Post-travel expense reports that exceed the original travel request estimates by 20% or more, must be approved by the appropriate approver(s) in accordance with the Travel Matrix.

Event Cancellation

Cancelled travel requests should be reported to the Finance Department as soon as it is known the approved travel plans will no longer be occurring. At the discretion of the authorized approver(s), travelers may be required to repay funds back to the City, when prepaid expenses have been processed; or travelers that have paid for travel expenses directly, may be eligible for reimbursement. Repayment for prepaid expenses and/or cash advance payments must be completed within 10 business days from when the travel was scheduled to begin.

Cash Advance Payments

If, in the judgment of the approving authority, the estimated costs for meals and/or ground transportation in the destination location is too high to expect the traveler to finance it and receive reimbursement upon return, a cash advance payment of the estimated amount, minus tips/gratuities and incidental expenses, may be made to the traveler.

All travelers are eligible for cash advance payments, unless there is an outstanding balance due to the City from a previous travel claim or an outstanding advance that has not been settled. No cash advance payments will be made without a properly completed and approved pre-travel request.

Requests for cash advances must be included within pre-travel requests and should be received by the Finance Department at least 15 business days before the check is needed. The Finance Department will not release cash advance checks more than 10 business days before the departure date. Cash advances will not be issued on the day of, or after, the travel start-date.

A cash advance does not constitute final approval for expenses. Unused cash advance funds must be returned to the City.

Advances using Employee Development Funds are not permitted.

Ineligible Expenses

Expenses specifically prohibited to be prepaid or reimbursed include:

- Alcoholic beverages.
- Personal Items – including, but not limited to, toiletries, laundry/dry cleaning not meeting the requirements listed below, mini-bar purchases, snacks, and vending machine purchases.
- Entertainment – including, but not limited to, in-room/flight movies and recreational activities arranged by a conference or training provider (i.e., golf or museum tours).
- Personal telephone and/or Internet use.
- Non-City Traveler Expenses – pre-payments and/or reimbursements for expenses associated with members of the traveler's family who accompany the traveler.
- Travel Insurance.
- Optional or special events not covered by the event registration.
- Travel visa and/or passport fees.
- Business and/or first-class airfare.
- Mileage for personal vehicle use between home and the airport.

Eligible Expenses

The following list of expense classifications is for information to determine allowable travel expenses. The list is a guide and is not all-inclusive. Travel expenses are not interchangeable, nor substitutable. Department/function heads may enforce tighter restrictions, with regard for budgetary concerns, but cannot authorize approval to exceed allowed expenses as outlined throughout this A.R. The Assistant City Manager or City Manager has discretion to approve other expenses, in unusual circumstances.

Travelers should demonstrate good judgment in the matter of business expenses and have proper regard for economy when conducting business away from the City. All travel requests and expense reports are subject to public records requests and audit review, in accordance with A.R. 1.60 – Public Record Request Processing and A.R. 1.61 – Records Management Program.

- Registration – fees charged for registration at appropriate training events, conferences, or meetings are allowable expenses. A receipt or some other proof of payment and a copy of the conference or training program documenting the fees must be provided with the travel request.
- Transportation – itemized/detailed receipts for transportation expenditures must be maintained and submitted. Receipts are to clearly indicate the total amount paid, expense date, destination location(s), and payment method. No allowances will be made above the actual cost of transportation. Alternative modes of transportation require justification and all approvals in accordance with the Travel Matrix.
 - Air Transportation – up to the lowest refundable airfare rate is allowed. Early check-in, priority boarding, and/or flight upgrade expenditures, may be purchased at the travelers own expense. Airline baggage fees may be eligible for reimbursement, for no more than two standard bags, only when the airline does not offer this service for free.

- Ground Transportation at Travel Destination – basic/economy level use of a taxi, car for hire, ride share service, shuttle, or subway/train at the travel destination, to travel between the airport, approved travel event, and/or lodging location(s) is allowed, when traveling by air, rail, or bus. Priority pick-up or upgraded rides are not allowed. Justification is required, when travelers are choosing not to utilize free transportation options, such as complimentary airport or hotel shuttle services.
- Use of Personal Vehicle – for the traveler’s safety, the use of personal vehicles for out-of-state business travel purposes is discouraged. However, the approving authority may authorize the use of personal vehicles when use of commercial transportation or City vehicles is not available or is not practical. A notation within all applicable pre-travel requests and expense reports should note other travelers, by name, when multiple travelers are riding together. Travelers must request, and receive, prior approval from their department to use personal vehicles on City business.

Reimbursement for use of a personal vehicle is limited to the current per mile rate authorized by the Internal Revenue Service. Regardless of how many travelers are riding within the single vehicle, reimbursement will not be more than the cost of airfare for a single round-trip flight to the same out-of-state destination. Either mileage or out-of-county fuel purchases may be reimbursed (not both).

In comparing/estimating the round-trip cost of using a personal vehicle, parking at the destination city must be included. A map showing the number of miles, between the traveler’s official work site and the travel event location or hotel, is to be included as proof of mileage (i.e., MapQuest, Google Maps).

Travelers receiving a monthly transportation allowance will not be reimbursed for in-county business use of their personal vehicle, and therefore must reduce the total amount being claimed by 50 miles, whether traveling out-of-county or out-of-state.

- Rental Vehicles – at the discretion of the approving authority, rental vehicles may be authorized when their use is less expensive than using ground transportation at the travel destination (taxis, cars for hire, ride share services, shuttles, or subways/trains). In estimating the cost of a rental vehicle, fuel and parking at the destination city must also be included. Intermediate-sized vehicles are allowed.

When renting a car on City business, travelers should name the City of Phoenix as the lessee. Additional insurance coverage, in particular, “collision damage waivers,” should not be purchased and cannot be claimed, since the City’s Self-Insurance Program provides liability coverage for accidents in the course and scope of employment. A Liability Certificate of Insurance may be obtained through the Risk Management Division of the Finance Department, which provides coverage for damage to the rental vehicle while in the care, custody, or control of the City traveler. The City will not reimburse expenses for additional insurance coverage acquired from the car rental company.

- City Vehicle – a notation within the pre-travel request and expense report should note that a “City vehicle” is to be/was used. Any expenses incurred (i.e., fuel/gas or emergency repairs) are reimbursable only with receipts. A.R. 6.11 – Fleet Standards and Utilization cites the regulations concerning the use of City-owned vehicles on City business.

- Airport Parking – airport parking charges, up to the standard Sky Harbor Economy Parking Lot rate per travel day, regardless of parking facility used, may be claimed. Receipts are required for reimbursement and must show the parking facility used, total amount paid, parking dates, and payment method. Any amount paid above the allowed amount cannot be claimed.
- Taxi Services (between home and airport) – usage of shuttles, taxis, ride share services, light rail, or similar business provider, will be reimbursed up to the total allowable amount for Airport Parking (see previous section). Detailed receipts for transportation expenditures must be submitted and any amount paid above the allowed amount cannot be claimed.

Example: If you are in travel status for 3 days and the allowable airport parking amount you can claim is \$14 per day, you are eligible to be reimbursed up to \$42 for airport parking. Using the same scenario, but you prefer to use a form of taxi service to/from your home/Sky Harbor airport (combined), you are eligible to be reimbursed up to \$42. The fare, fees, gratuity, etc. are all inclusive within the eligible amount.

- Lodging – hotel accommodations are limited to the City's Lodging Rate Schedule amounts, plus mandatory fees, and taxes, for the destination city in the U.S. The City Lodging Rate schedules have been prepared for locations within the U.S., and the rates can be found at <https://cityofphoenix.sharepoint.com/sites/finance/administration/controllersoffice>. Departments that know they will be sending travelers several times to the same destination are encouraged to negotiate with a hotel in the destination city for better rates. The number of lodging nights allowed cannot exceed a check-in date of one day before, and a check-out date of one day after, the officially posted dates for the travel event, business meeting or conference educational content.

When lodging is part of the conference or training package, room rates more than the City's Lodging Rate Schedule are authorized. For safety reasons, travelers are encouraged to stay at the conference or training host hotel. When accompanied by a spouse or family member, the City will reimburse the single room rate for lodging. The traveler is responsible for the difference in the rates.

- Meals – daily meal allowances, including any applicable service fees, taxes, and gratuities, are limited up to the City's daily rate for the destination city, and can be found at <https://cityofphoenix.sharepoint.com/sites/finance/administration/controllers-office>. Maximum daily meal rates may be claimed, for each eligible travel day. Receipts are not required, unless it is mandated by the funding source, i.e., State grant funds, etc.

Meals included in the event registration fees can exceed City daily rate amounts. Alcoholic beverage expenses are never reimbursable. For training and conference events within Maricopa County, meal expenses not included as part of the conference or training program cannot be claimed. Itemized receipts are not required by the Finance Department for reimbursement.

- Dry cleaning and laundry – costs for dry cleaning or laundry expenses incurred on trips of at least eight days are eligible for reimbursement on or after the fifth day of travel. No dry cleaning or laundry expenses incurred within the first four days of travel will be reimbursed. Receipts are required.

- Gratuities – reimbursement for ground transportation tips is limited to 20% of the pre-tax bill, minus any rewards, promos, benefits, etc. applied. Baggage handling and/or room cleaning service are authorized up to a combined \$5 per day. Receipts for baggage handling and/or cleaning service gratuities are not required. However, tips not paid must not be submitted for reimbursement. The City's daily rate meal amount limits include taxes and gratuities.
- Telephone and Internet Use – travelers should use good judgment when making long distance business calls or using the Internet while away on City business. For example, it may be less expensive to use a personal cell phone rather than the hotel phone. Travelers should also be aware of cheaper rate hours and call during those times if possible. As noted earlier, only business-related use of the Internet is reimbursable.
- Upgrades – travelers may upgrade meals, lodging and/or airfare at their own expense. The base amount eligible for reimbursement by the City and the separate upgraded amounts paid by the traveler must be clearly shown. In addition, quotes or estimates showing how the base amount was determined must be included.
- International Exchange Rates – the traveler should attempt to document the exchange rate paid through credit card receipts. A redacted credit/debit card statement, along with the required receipt, may be needed to show the actual amount paid in USD. Only when the card statement is not available, then a default source for exchange rates, such as www.x-rates.com or www.oanda.com, should be used.
- Miscellaneous – supplies, courier and mailing fees or other unexpected expenses may be eligible to claim separately, using an Employee Expense Reimbursement Form. Membership fees/dues are not travel expenses.

Reporting Business, Training or Conference Expenses

Post-travel expense reports, regardless of the funding source, are to be submitted to the Finance Department, no later than 15 calendar days following the approved travel end-date, whether for (a) reimbursement of expenditures and/or (b) settlement of travel expenses, pre-payments, or cash advances. This includes submitting all required expense receipts, to support actual travel expense amounts, through each required approval.

If a receipt for a minor expense such as parking is lost, the traveler may submit an affidavit along with their expense report. The affidavit must indicate which specific expense does not have a receipt and must be approved by the traveler's department/function head. Duplicate receipts can be obtained for hotel, air transportation and car rental expenses so, generally, affidavits will not be accepted for these items. It is expected that the affidavit method will be the exception, and the Finance Department will ensure it is not misused.

The department/function head will be responsible for the timely completion and submission of travel requests and expense reports for their department. The department/function head will check the final expense report for reasonableness and actual expenses. No reimbursement will be made, or account settled until all required information and/or receipts, and proper approvals have been received.

Generally, expenses for lodging above the City's Lodging Rate Schedule and meals above the City's daily amount will not be reimbursed. Exceptions include lodging at the conference hotel and meals sponsored by the conference. If total actual expenses exceed the estimated amount for the travel event by 20% or more, the expense report must be approved by the appropriate approver(s) in accordance with the Travel Matrix. After all applicable approvals have been obtained, the report must be submitted to the Finance Department.

Within seven business days of receiving a complete and accurate expense report, the Finance Department will validate the receipts, check for accuracy and general reasonableness, ensure compliance to this A.R., check for proper approvals, and finalize the report. The Finance Department will return expense reports that include errors or do not conform to this A.R. back to the traveler. The Finance Department is not responsible for making corrections.

Settlement of Cash Advance Payments

If a traveler accepted a cash advance, an expense report must be submitted based on actual expenses paid. Again, cash advance payments do not constitute approval to spend the entire amount advanced. All actual expenditures must be justified, meet the requirements of this A.R. and be accompanied by receipts, where required. If actual expenses are less than the amount advanced, the traveler must return the funds to the City. Repayment must be made to the Finance Department, within 10 business days of the post-travel expense report being finalized. If actual expenses exceed the amount advanced, with appropriate approvals, the City will reimburse the traveler. The traveler will not be eligible for a cash advance, nor reimbursement, if there is an outstanding balance owed to the City for a previous travel event that has not been settled.

Normally, reimbursements occur within seven business days after the Finance Department receives and finalizes the expense report.

Reimbursement by an Outside Agency

When authorization for an event is secured based on reimbursement of expenses to the City by an outside agency, the department shall be responsible for indicating the name of the agency and outlining the expenses and/or amounts being covered, and for also obtaining reimbursement and applicable supporting documentation. The travelers department shall be responsible for monitoring the receipt of such reimbursements.

Other Business Meals and Expenses

Meetings should not include meals, if possible, to avoid expenses to the City. However, the City may reimburse its employees for meal expenses incurred for meetings arranged to conduct City business with non-City personnel. Reimbursement of expenditures is intended to be limited and should not be considered an "expense account." Significant City business should be conducted to merit the City payment for the City employee(s) and non-City personnel. These expenditures are most appropriate where an individual or a group of people is giving their personal time or business time to accomplish a City project or objective.

Employees may also participate in periodic or rotating business functions hosted by other agencies at which a meal is served when the meeting is scheduled during a time of day when breakfast, lunch or dinner occurs. City employees also may accept food or refreshments, such as a sandwich or juice and bagels, on infrequent occasions in the ordinary course of a breakfast, lunch or dinner meeting or other meeting where an employee may properly be in attendance.

City employees may not accept a "one-on-one" meal from a third party, regardless of the cost of the meal. "One-on-one" meals may include any situation where one or more third parties host one or a very small number of employees with or without their spouses or partners at a restaurant or private club where the meal is purportedly the reason for the individuals to meet at that time. City employees are prohibited from submitting reimbursement forms for meals, entertainment or other incidentals incurred where only City employees are present. Additionally, expenses for alcoholic beverages will not be reimbursed.

Violations of This Administrative Regulation

- Travelers and/or the approving manager may be disciplined for violating this A.R.
- Departments that have significant or repeated violations of travel regulations may be placed on travel probation.

Interpretations of This Administrative Regulation

The Finance and Budget and Research Directors will confer and resolve any issues related to administering or interpreting this A.R.

Exceptions for Special Circumstances or Needs

The Assistant City Manager or City Manager may grant specific exceptions or make modifications to the provisions of this A.R. for a specific travel event, when judgment determines it is in the best interest of the City to do so. This includes employees who request reasonable accommodation due to a disability, exceptions due to unique safety concerns and other exceptional employee circumstances. Such exceptions or modifications must be in writing and included with all other required backup or support, as outlined throughout this A.R. Exceptions and modifications will apply on a case-by-case basis only. Any other exceptions or modifications will require a revision to this A.R.

JEFFREY BARTON, City Manager


By: _____
Ginger Spencer
Deputy City Manager