

	CITY OF PALM DESERT	
	<i>Subject</i>	Travel Expense Policy
	<i>Policy No.</i>	FIN-013
	<i>Date</i>	Issued: December 11, 2025
	<i>Approved by</i>	Resolution No. 2025-____
	<i>Authored by</i>	Finance Department

**City of Palm Desert
Expense and Reimbursement Policy**

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I. Policy

It is the policy of the City of Palm Desert that Elected Officials, designated Appointed Officials identified in the City's Conflict of Interest Code, and Employees (collectively, "Travelers") exercise restraint and sound judgment when spending public funds for travel. The City complies with AB 1234 (Transparency in Local Government Compensation and Reimbursement Reform), California Government Code Sections 53232–53232.4, and all other applicable laws and regulations governing travel authorization and reimbursement. Only Elected Officials, designated Appointed Officials, and Employees are eligible for reimbursement. All travel expenses must be reasonable and necessary.

II. Purpose

This policy establishes the procedures for approving and reimbursing expenses incurred by Elected Officials, designated Appointed Officials, and Employees while traveling overnight on official City business. It does not apply to local meetings, commuter (local) training seminars, or local City business expenses, which are addressed separately under the City's Local Meeting Policy.

The policy provides guidance consistent with California Government Code Section 53232 et seq. It includes, but is not limited to, expenses related to travel, business meals, lodging, conference expenses, and other expenditures incurred while conducting official City business.

III. Authorized and Eligible Travel Activities

California Government Code Section 53232.2(b) requires the City to specify the types of occurrences that qualify an Elected Official, designated Appointed Official, or Employee for reimbursement of expenses related to travel, meals, lodging, and other actual and necessary costs. Accordingly, the following non-exclusive list identifies expenses authorized for official City business, including travel and related expenses. Travelers are expected to exercise good judgment and demonstrate fiscal responsibility when incurring expenses on behalf of the City.

The following classifications of activities are eligible for expense reimbursement:

1. Meetings with government officials and business or community leaders;
2. Conferences, training programs, and educational trips conducted on behalf of the City, including visiting other jurisdictions to discuss and observe best practices;
3. Lobbying trips where a defined benefit to the City can be demonstrated, such trips must be reported to the State on a quarterly basis;
4. Other business-related travel where a clear benefit to the City can be identified.

Travel within the State of California does not require prior City Council approval, in an open meeting, if (1) it adheres to the adopted provisions of the travel reimbursement policy, and (2) there are adequate budgeted funds.

Travel outside California, travel that does not conform to the policy, or travel not supported by sufficient budget appropriations requires prior City Council approval in an open meeting. Generally, out-of-state travel is authorized as part of the annual budget adoption process.

IV. Public Meeting Reporting Requirements

It is the policy of the City that all reimbursements provided to Elected Officials and designated Appointed Officials comply with Government Code Sections 53232-53232.4 and AB 1234. An Elected Official or designated Appointed Official requesting reimbursement shall provide a brief report on meetings attended at the City's expense during the next regular meeting of the legislative body. The report may be presented orally or in writing. Reports are not required for Local Meetings, as defined in the City's Local Meetings Policy.

V. Approvals, Authorizations, and Advances

This section establishes the levels of approval, authorization, and reporting required for Elected Officials, designated Appointed Officials, and Employees.

A. Out-of-State Travel

Travel outside the State of California by Elected Officials, designated Appointed Officials, and Employees requires prior approval by the City Council in an open meeting. The preferred method for obtaining approval is through the annual budget adoption process. If not included in the budget, such travel must be placed on the City Council agenda and approved before any expenses are incurred.

B. Travel Pre-Approval

All travel on official City business must receive written pre-approval prior to incurring any expenses. The purpose of the pre-approval process is to verify that:

1. The travel serves a legitimate and necessary City business purpose;
2. Adequate budgeted funds are available; and
3. The travel conforms to this policy and other applicable laws or regulations.

Travelers must complete a Travel Pre-Authorization Form and attach supporting documentation (such as a conference brochure, agenda, or itinerary). The form ensures that travel is justified, cost-effective, and properly authorized before commitments are made.

Employee travel requires the approval of the Department Head using the Travel Pre-Authorization Form before incurring any expenses. Elected Officials and designated Appointed Official travel requires review and authorization by the City Clerk or City Manager prior to incurring any expenses.

C. Reimbursement Authorization Review

The Finance Director shall determine whether requested reimbursements or prepaid expenses comply with this policy. The City Manager may, at their discretion, modify or approve reimbursements based on cost-effectiveness, efficiency, or the benefit to City operations.

D. Prepayment

Whenever practical, Travelers should arrange for travel-related expenses (e.g., registration fees, lodging, transportation, or per diem expenses) to be directly billed to the City or prepaid through the City's regular accounts payable process.

E. Advances

Travelers requesting advances shall submit their requests through the regular accounts payable process with an approved Travel Pre-Authorization Form.

Employees must obtain approval from their Department Head. Elected Officials or designated Appointed Officials must obtain approval from the City Clerk or City Manager.

Travelers should allow a minimum of two weeks for processing. All advances must be reconciled by submitting a Travel Expense Report and returning any unused funds within 30 days of returning from travel.

VI. Reimbursable and Allowable Expenses

The following categories describe allowable expenses that may be reimbursed when incurred for official City business.

A. Airline Travel

Elected Officials, designated Appointed Officials, and Employees shall travel in coach class and select the lowest-cost flight available for the most direct route to their destination. Reasonable layovers of up to two hours may be included. All travel arrangements shall balance the Traveler's needs, cost efficiency, and the operational requirements of the City.

Airline travel may be made directly with the carrier, through a travel agent, or via an online booking service. Travelers shall pay in advance using a personal credit card or another approved method, then submit the cost for reimbursement. Because airfare rates fluctuate daily, Travelers must provide documentation (e.g., internet search results or a travel agent's quote) showing that the fare selected was the most practical and cost-effective available at the time of booking.

Airfare costs may be advanced prior to departure if the Traveler submits proof of payment. Proof of travel (e.g., board pass or itinerary) must be submitted within 30 days of return. Failure to do so will require repayment of the advance.

The City will reimburse only the actual round-trip coach fare paid, including reasonable baggage fees. Travelers may, at their own expense, choose to upgrade accommodations. The purchase of travel insurance is reimbursable only with prior written approval from the City Manager.

B. Registration Fees

The preferred method for paying registration fees is through prepayment using the City's regular accounts payable process.

If registration fees are not prepaid and are paid personally by the Traveler, they are eligible for reimbursement upon submission of:

1. A receipt showing proof of payment; and
2. Documentation confirming attendance (such as a name badge, agenda, or certificate of completion).

A record of attendance is not required for reimbursement of travel-related expenses; however, it may be required by the Department Head or City Manager for timekeeping or verification purposes.

C. City Vehicle

City Vehicles may be used for travel in accordance with the City's Fleet Policy. However, use of a City Vehicle for overnight travel outside the Coachella Valley is discouraged.

When the use of a City Vehicle is appropriate and authorized, Travelers will only be reimbursed for out-of-pocket expenses directly related to the trip, such as fuel or necessary vehicle repair. All such expenses must be substantiated by original receipts.

D. Personal Vehicle

Use of a personal vehicle for official City business may be authorized in accordance with the City's Fleet Policy. Mileage reimbursement shall be made at the standard rate established by the Internal Revenue Service (IRS) for miles traveled to and from designated locations on City business. Prior authorization is required, and Travelers should review the Fleet Policy before travel to ensure compliance with all applicable regulations.

The following requirements apply to the use of a personal vehicle for City travel:

1. **Mileage Calculation:** Reimbursement shall be based on the distance from the Traveler's home (if travel begins there) or from City Hall, whichever results in fewer miles.

Example: Jane Doe, who lives in Palm Springs, and John Smith, who lives in Indio, are both traveling to Ontario Airport. Jane will be reimbursed for mileage from her home; John will be reimbursed based on the mileage from City Hall.

2. **Documentation of Mileage:** Travelers must substantiate mileage claims. The preferred method is to attach a printed route map from www.maps.google.com or www.mapquest.com to their Travel Expense Report. Mileage claimed in excess of standard route distances must be supported by additional documentation, such as odometer readings and travel logs, and approved by the Finance Director.
3. **Carpooling:** Travelers are encouraged to coordinate travel and carpool whenever practical to reduce City costs and environmental impact. Only the primary driver will receive mileage reimbursement, including reasonable additional miles incurred to pick up colleagues.
4. **Driving Instead of Flying:** Travelers who choose, for personal reasons, to drive their personal vehicle instead of using air or other public transportation will be reimbursed based on the lowest-cost method of travel. Documentation of the lowest-cost option (e.g., airfare, bus, or train) must be submitted with the Travel Pre-Approval Form at least 30 days before departure. Parking fees are reimbursable only if they would have been eligible had public transportation been used.

Example: Stan drives to a meeting in Sacramento rather than fly. Mileage totals \$350 (500 miles each way), but roundtrip airfare is \$200 plus a \$40 shuttle. Stan's maximum transportation reimbursement is \$240.

5. **Local Mileage During Travel:** Miles driven between lodging and dining locations are not reimbursable; these expenses are covered under the Per Diem Meals and Incidental Expenses (M&IE) allowance.

E. Ground Transportation

1. **Ground Transportation Planning:** Before travel, the Traveler should determine whether taxi cabs, shuttle buses, ridesharing services, or other transportation modes provide a practical and lower-cost alternative to airport or off-airport parking. When airport parking is required, Travelers should consider off-airport parking facilities, which are generally more cost-effective.
2. **Cost Efficiency and Approval:** Travelers should select the lowest-cost reasonable transportation option, considering both travel time and related costs such as parking. Reimbursement for ground transportation shall be approved by the Department Head for Employees, and by the City Clerk or City Manager for Elected Officials and designated Appointed Officials.

Approval will be based on the lowest total cost to the City, with reasonable consideration given to efficiency and time constraints.

Reimbursable expenses include:

- Airport shuttle service;
- Baggage handling fees;
- Parking fees;
- Cab fares and rideshare services;
- Public transportation costs; and
- Gasoline for City-owned vehicles

All reimbursable expenses require a receipt. If a receipt is unavailable, Travelers must provide supporting documentation or complete a lost receipt form.

3. **Daily Reimbursement Limit:** Reimbursement for taxis, shuttles, rideshare services, and public transit is limited to a maximum of \$100 per day. Receipts are required. Amounts in excess of the limit may be permitted upon approval by the City Manager.
4. **Vehicle Rentals at Destination:** Vehicle rentals at a travel destination are reimbursable only when there is a demonstrated business need or clear economic benefit to the City. Reimbursement is limited to vehicles classified as *full-size* or smaller in size. The rental must be substantiated with receipts and shall include insurance coverage, if selected by Traveler. Rentals that are not pre-approved or do not meet this policy will be denied. If a rental is denied, related expenses such as parking or tolls will also be disallowed. In such cases, reimbursement will be limited to the equivalent round-trip shuttle cost for that location.

5. **Vehicle Rentals for Travel to Airport or Destination:** If a Traveler rents a vehicle as the primary means of transportation to or from the airport or to travel destination, the rental must comply with the City's Fleet Policy. Reimbursement will be made at actual cost, including applicable insurance, but not to exceed the equivalent mileage reimbursement or the cost of airfare, whichever is less to the City.

F. Parking Expenses and Tolls

Necessary parking fees for personal or City vehicles are reimbursable, provided that receipts are submitted and the most cost-effective parking option available was used. Short-term airport parking may be used for trips lasting less than 24 hours, while long-term airport parking is required for trips exceeding 24 hours.

Actual amounts paid for toll road use are also reimbursable. Travelers must document all toll expenses and include the documentation with their Travel Expense Report.

G. Meals and Incidental Expenses (M&IE)

This section applies to meals and incidental expenses incurred while attending conferences, seminars, and other official business meetings located more than 50 miles from City Hall or the Traveler's home (whichever is closer) and that reasonably require an overnight stay.

1. **Rates:** Meals and incidental expenses shall be reimbursed according to the U.S. General Services Administration (GSA) Per Diem rate for the destination city. Current rates are available at www.gsa.gov.
2. **First and Last Day of Travel:** On the first and last day of travel, Travelers are eligible for 75% of the applicable per diem rate for M&IE.
3. **Provided Meals:** When meals are provided as part of a conference, seminar, or meetings (e.g., lunch included with registration), the M&IE per diem is not reduced.

Example: Stan attends a three-day conference that includes lunch on the second day. No reduction in his M&IE per diem is made.

4. **One-Day Travel:** Reimbursement for meals incurred during same-day travel (no overnight stay) to seminars or meetings located more than 50 miles away is governed by the City's Local Meetings Policy. Such reimbursements are treated as taxable income to the recipient and are subject to applicable employment tax withholding.

H. Lodging

Overnight lodging is authorized, with prior approval, when the travel destination is more than 50 miles from City Hall or the Traveler's home (whichever is closer to the destination).

Lodging may also be authorized, with prior approval by the City Manager, for destinations located between 40 and 50 miles from City Hall or the Traveler's home if the travel extends for two or more consecutive days, and/or would result in a one-way commute exceeding 1.5 hours.

Lodging expenses may be prepaid by the City or reimbursed to the Traveler following the trip. In all cases, detailed receipts must be submitted with the Travel Expense Report, regardless of whether costs were prepaid or reimbursed.

Lodging arrangements should be based on necessity, practicality, and cost-effectiveness. Travelers are expected to request and utilize the government rate whenever available and when that rate is lower than other available rates.

In the absence of a conference rate, reimbursement shall be limited to the GSA Lodging Per Diem rate for the destination or the available government rate, whichever is less, unless otherwise authorized under this policy.

The amount authorized and/or reimbursed for lodging is governed by the following factors:

1. **Conferences:** Travelers attending conferences where lodging is appropriate and necessary may prepay or be reimbursed for lodging at an official conference hotel at the published conference rate, provided such rates and rooms are available at the time of booking.

- If the conference rate is unavailable, the Traveler should first request a room at the government rate.
- If a government rate is not available, the Traveler may obtain lodging at a comparable, nearby business-class hotel at a cost not to exceed the published conference rate.
- If suitable lodging cannot be secured within the published conference rate, any amount exceeding that rate will be treated as taxable income to the Traveler and subject to employment tax withholding, unless otherwise preapproved by the City Manager.

2. **Seminars:** Travelers attending seminars located more than 50 miles from their home or City Hall (whichever is closer) may have lodging prepaid or reimbursed up to the GSA Lodging Per Diem rate for the destination, or the applicable government rate, whichever is less. Lodging should be of business-class quality, reflecting reasonable and professional standards.

Prior approval from the Department Head and the City Manager is required before incurring any expense. Both rates (GSA and government) must be clearly noted on the Travel Pre-Approval Request Form.

3. **Occupancy Taxes and Fees:** The GSA Per Diem and government lodging rates apply only to the base room rate. Occupancy taxes and related fees (e.g., utility or resort fees) vary by location and are eligible for reimbursement at the actual amount paid.

Discretionary or personal hotel charges, including, but not limited to, room service, fitness center access, in-room entertainment, or other amenities, are not reimbursable.

Example: Lodging is \$100; taxes, resort fees, and utility fees total \$12.50; and an in-room movie is \$15. The Traveler is eligible for reimbursement of \$112.50.

4. **Receipts Required:** Travelers must submit detailed lodging receipts with their Travel Expense Report, regardless of whether the costs were prepaid by the City or reimbursed after travel.

5. **Credit Card Charges:** Due to the practical challenges of using a City credit card for hotel reservations, the preferred method of securing lodging is for the Traveler to make the reservation using a personal credit card or other payment method. Travelers may then:

- Prepay lodging charges through the City's regular accounts payable process,
- Request an advance with proper documentation; or
- Request reimbursement after travel.

If no alternate payment method is available, Travelers may request authorization to use a City credit card (if available) by submitting a Credit Card Authorization Form to the Finance Department prior to booking.

6. **Authorized Number of Nights:** Lodging is typically authorized for either the night before or the night following a conference, business meeting, or other approved event. Lodging for both nights may be authorized only under extraordinary circumstances, such as when early arrival or late departure is necessary, and must receive prior written approval of the City Manager via the Travel Pre-Authorization Form.

Example 1: Stan attends a conference beginning Monday at 9:00 a.m. and concluding Wednesday at 1:00 p.m. He is authorized for lodging on Sunday night or Wednesday night, but not both.

Example 2: Stacy attends a conference beginning Monday at 8:00 a.m. and concluding Wednesday at 5:00 p.m. The earliest return flight departs at 8:00 p.m. and arrives at Ontario Airport at midnight. Stacy may be authorized, with prior written approval from the City Manager, for lodging on both Sunday and Wednesday nights.

I. No Show and Late Cancellation Fees

If a Traveler does not attend a conference, seminar, or business meeting and costs have been incurred for that event (such as conference registration fees, prepaid lodging, or airline tickets), the Traveler shall make every reasonable effort to obtain refunds for any prepaid expenses made by the City.

A written explanation stating the reason for non-attendance must be attached to the Travel Expense Form, along with documentation of all related expenses. Such reimbursements shall be subject to City Manager approval prior to payment or reimbursement.

J. Airfare Vouchers

If a Traveler books airfare for official City business and subsequently cancels the trip but is unable to obtain a refund, the airfare charges will remain in the City's travel advance account until the fare is applied to another authorized purpose. If the airfare credit is not used for City business and either expires or is used for personal travel, the value of the unused fare shall be reported as taxable income to the Traveler and will be subject to applicable employment tax withholding.

K. Other Allowable Expenses

Telephone, internet, and fax expenses incurred to conduct official City business are reimbursable up to \$20 per day. Receipts are required for reimbursement. Travelers may also be reimbursed for up to two personal telephone calls per day, provided the calls are of reasonable duration and cost.

No Traveler should incur a personal monetary loss as a result of performing official City duties. All expenditures and reimbursement requests must directly relate to the conduct of City business, be necessary to accomplish that business, and be reasonable in amount.

Expenses not otherwise classified in this policy may be eligible for reimbursement under this category, including but not limited to:

- Public notary fees;
- Duplicating or printing expenses; and
- Subscriptions or publications that provide value to the City or assist the Traveler in performing official duties.

Other necessary and reasonable expenses incurred while traveling on City business may be reimbursed if supported by documentation and approved by the City Manager.

VII. Non-Reimbursable Expenses

The following are examples of expenses that are **not** eligible for reimbursement under this policy. This list is not exhaustive; any expense not expressly authorized elsewhere in this policy or otherwise preapproved by the City Manager shall be considered non-reimbursable.

1. The personal portion of any trip.
2. Expenses for spouses, family members, or other traveling companions accompanying a Traveler. All such expenses shall be paid by the Traveler.
3. Entertainment or personal leisure expenses, including but not limited to theater tickets, movies (in-room, in-flight, or at a theater), sporting events, fitness center fees, massages, spa services, golf-related expenses, or other cultural or recreational activities.
4. Political, religious, or charitable contributions.
5. Non-mileage personal automobile expenses, including repairs, insurance, or parking and traffic citations.
6. Tips, gratuities, or mileage driven between lodging and dining locations are considered incidental expenses and included in the M&IE per diem allowance. They are not eligible for separate reimbursement.
7. Personal losses or property damage incurred while on City business, including lost luggage and contents. Travelers should seek resolution directly with the airline or vendor.
8. Airline-related personal expenses, including fees or dues for airline clubs, frequent-traveler programs, travel insurance (unless preapproved by the City Manager), expenses related to obtaining personal airline miles, and class-of-service upgrades.
9. Personal travel expenses, including clothing, laundry, or dry-cleaning services.
10. Normal commuting costs to and from work, including mileage.
11. Gift cards in any amount for employees or non-employees.

VIII. Non-Exempt Employees Travel Time

The following provisions clarify how travel time for non-exempt (hourly) employees is treated for compensation purposes in accordance with applicable state and federal labor laws.

A. Travel Time During the Workday

Travel time that occurs after an employee has reported to work is considered hours worked for the City of Palm Desert, except during a bona fide meal period. Travel time from the employee's final work location to their home is not compensable. Supervisors should avoid requiring employees who travel during the workday to report to their regular work site at the beginning or end of the shift unless it is operationally necessary.

B. Travel Time Outside the Workday

Overnight travel or travel time outside the employee's regular workday is considered compensable time if it meets any of the following criteria:

1. Occurs during the employee's regular work hours;
2. Occurs on an employee's scheduled day off during hours that coincide with their regular work schedule; or
3. Occurs outside regular work hours when the employee is required to drive to the destination.

When public transportation is offered for travel outside of normal work hours and the employee declines, compensable travel time will be calculated as the lesser of:

1. The time spent driving a personal vehicle; or
2. The time that would have been spent traveling by public transportation.

IX. Expense Reporting and Reimbursement Procedures

Travelers shall submit Travel Expense Report Forms to the Finance Department through the regular accounts payable process within 30 days of returning from approved travel. The report must include receipts and supporting documentation that substantiate all expenditures related to attendance at the authorized event.

Receipts are required for all expenses except those covered by the M&IE per diem or tolls. Any expense not included in the M&IE or not substantiated by required documentation shall not be reimbursed and will be considered a personal expense.

Required documentation may include, but is not limited to, the following:

1. Completed Travel Expense Form;
2. Detailed receipt (credit card or cash) issued by the vendor;
3. Itemized hotel receipts;
4. Transportation receipts (taxi, airfare, rideshare, or shuttle);
5. No Receipt Form with a statement of charges and appropriate approval, if original receipts are unavailable;
6. Mileage verification, such as a printed route from a recognized mapping service (e.g., Google Maps or MapQuest);
7. Conference brochure or program, including the published "conference rate" for lodging;
8. Statement of trip or meeting purpose;
9. Approved Travel Pre-Authorization Form;
10. City Council actions approving travel, if required; and

11. Applicable per diem rates documentation (e.g., GSA rate, government rate, or published conference rate).

X. Compliance and Enforcement

Pursuant to Government Code Section 53232.4, misuse of public resources or falsification of expense reports may result in one or more of the following actions:

1. Loss of reimbursement privileges;
2. A demand for restitution to the City;
3. Reporting of the expenses incurred by or paid to the Traveler as taxable income to state and federal tax authorities;
4. Civil penalties of up to \$1,000 per day and three times the value of the resources misused; and/or
5. Criminal prosecution for misuse of public resources pursuant to Section 424 of the California Penal Code.
6. Employees who violate this policy may be subject to disciplinary action, up to and including termination, in accordance with the City Personnel Rules.

In accordance with Government Code Section 53232.2(f), any expenses not covered by this policy must receive prior approval before being incurred. Such expenses shall be approved by the City Council in a public meeting for Elected Officials and designated Appointed Officials, and by the City Manager for Employees.

Any extraordinary circumstance related to travel or reimbursement shall be considered and approved by the City Council in an open meeting.

XI. Key Definitions

1. **Advance/Travel Advance** – Funds provided to the Traveler prior to a trip to cover estimated travel expenses.
2. **Bonafide Meal Period** – When an employee is relieved of all duties and free to use time for personal purposes.
3. **Conference Rate(s)** – The group hotel rate(s) advertised in an official conference brochure for registered attendees.
4. **Designated Appointed Official** – An appointed member serving on a City Board, Commission, Committee, or Task Force that has been designated as eligible for reimbursement in the City's Conflict of Interest Code.
5. **Elected Official** – Individuals elected to serve on the Palm Desert City Council.
6. **Employee** – An individual employed directly by the City, excluding independent contractors, subcontractors, and other persons performing work for the City while self-employed or employed by another entity.
7. **Independent Contractors** – Individuals or entities engaged by the City to provide specialized services under contract, distinct from City employees. Independent contractors assume financial risk, provide their own tools and supplies, are responsible for their own taxes, and are not eligible for employee benefits. Contracts that include "Travel Expenses" must ensure costs are itemized, reasonable, and limited to business-related expenses only. Travel costs

for contractors, such as transportation, lodging, meals, and incidentals, must align with the City's Travel Policy, the project scope, and applicable standards such as GSA per diem rates.

8. **Local Travel/Local Meetings** – Travel within a 50-mile radius of City Hall that does not require an overnight stay. Such costs are covered by the City's Local Meetings Policy.
9. **Meals and Incidental Expenses (M&IE)** – The daily allowance covering meals, snacks, and related tips and taxes, including gratuities for porters, baggage carriers, bellhops, hotel staff, and stewards/stewardesses, as well as mileage between lodging and meals locations.
10. **Mileage Reimbursement** – Payment for use of a personal vehicle for authorized City business, based on the IRS standard mileage rate.
11. **Official City Business** – Work-related activities directly connected to the mission, programs, or operations of the City of Palm Desert.
12. **Per Diem** – The daily rate established by the U.S. General Services Administration (GSA) for lodging and meals/incidental expenses for specific geographical areas. Rates are published at www.GSA.gov.
13. **Reasonable and Necessary** – Expenses that are ordinary, appropriate, and required to conduct official City business (see Reimbursable Expense).
14. **Reimbursable Expense** – Costs incurred and paid by Elected Officials, designated Appointed Officials, and Employees in connection with authorized City business.
15. **Travel Expense Report** – The form designated by the Finance Director and available on the City's Intranet for documenting and reconciling all travel expenses.
16. **Travel Pre-Approval Form** – The form designated by the Finance Director and available on the City's Intranet for requesting advance authorization for official City travel.
17. **Traveler** – Collectively refers to Elected Officials, designated Appointed Officials, and Employees authorized to travel on official City business.