



ARA 3.04.10 TRAVEL

A. Purpose and Authority

The Auditor's Office recognizes that there is value in authorizing employees to travel for work-related reasons, including furthering an employee's professional development and skills. Travel for Auditor's Office business may include but is not limited to trainings, conventions, conferences, professional association meetings, and other relevant events.

Charter Section 2-506(b) authorizes the City Auditor to establish and administer human resources rules for the Auditor's Office that are consistent with City human resources rules, except where the City Auditor determines, in writing, that a City human resources rule impairs the Auditor Office's independence or duties.

This rule sets forth rules and procedures for travel by Auditor's Office employees and other individuals authorized to travel for Auditor's Office business. This rule is generally consistent with City human resources rules, but provides added guidance on practices specific to the Auditor's Office. In addition, to promote compliance with other Citywide travel guidance, this rule includes and/or references the City's accounting rules related to travel and information about the City's Motor Pool.

B. Definitions

For purposes of this rule:

1. "Commuting expenses" means the costs of traveling between an employee's primary place of residence and the employee's regular work place. Commuting expenses are not included as part of local or out-of-town travel.
2. "Local travel" means travel for Auditor's Office business to a destination or destinations that are within 100 miles of City Hall.
3. "Out-of-town travel" means travel for Auditor's Office business to a destination that is at least 100 miles one-way from City Hall.
4. "Per diem" means an amount of money that a traveler may receive for daily meal and incidental expenses while traveling for Auditor's Office business.

5. "Qualifying day travel" means out-of-town travel that requires a traveler to be away from their regular workplace or residence for at least 12 hours, but that does not require an overnight stay.
6. "Traveler" means any individual authorized to travel for Auditor's Office business.

C. Employee Conduct During Travel

The City's [Code of Ethics](#) and applicable [Auditor's Office administrative rules](#) related to employee conduct apply to employees while traveling for Auditor's Office business.

D. Travel Advances

In general, travel advances are not permitted. The City Auditor may approve exceptions to this rule for per diem costs, on a case-by-case basis, to avoid creating a financial hardship for a traveler. A request for a travel advance must be submitted to the City Auditor in writing. Any excess travel advances must be returned within 30 calendar days from the date the travel was completed.

ALLOWABLE TRAVEL EXPENSES

E. Travel-Related Expenses, Generally

1. In accordance with [FIN 6.13.01 – Allowable Expenses Related to Travel](#), allowable travel expenses may include conference and event registration fees, airfare, other transportation expenses, lodging expenses, per diem costs, and certain miscellaneous expenses. Expenses that are unrelated to Auditor's Office business are not eligible for reimbursement, such as the additional cost of travel by an indirect route, travel for accompanying companions, incremental costs incurred to add personal travel to travel for Auditor's Office business, and any penalties for changes to or cancellation of personal travel.
2. All travelers should exercise good judgment, regard for economy, and recognition of the proper use of public monies while traveling for Auditor's Office business. Travelers must select the method of transportation that is most advantageous to the Auditor's Office, considering the total cost of the travel (including actual transportation and per diem costs, overtime, and lost work time), the distances traveled, places visited, energy conservation, and the number of travelers.

3. Whenever possible, travelers must purchase travel expenses in a manner that allows for direct payment by the Auditor's Office, such as by using an Auditor's Office procurement card or through direct invoicing to the Auditor's Office.
 - a. In limited circumstances in which direct payment is not feasible (e.g., paying for a transit fare), a traveler may pay for travel costs using a personal method of payment, such as cash or a credit or debit card, and request reimbursement in accordance with this rule.
 - b. The Auditor's Office reimburses travelers for per diem costs and personal vehicle mileage based on standard rates established by federal agencies, rather than on receipts. Travelers may therefore use any method of payment for expenses covered by the per diem and mileage reimbursement rates.

F. Prohibited Travel Destinations

The Mayor and/or City Council may determine that City resources should not be used to travel to certain jurisdictions that have enacted discriminatory laws or statutes. Before proposing travel, travelers should consult [FIN 6.13.02 - Prohibited Travel Destinations](#) to determine whether travel to their destination is prohibited. If travel to a prohibited travel destination is needed to meet Auditor's Office responsibilities, the Division manager must consult the City Auditor.

G. Air Travel

1. Air travel must be purchased using the City Travel Agent or an Auditor's Office procurement card. Reimbursement for airfare based on receipts is not permitted.
2. Air travel must be approved, in accordance with Section M of this rule, prior to booking.
 - a. Expenses for air travel should be the lowest cost practical alternative, based on a comparison of available fares and business needs. The traveler must:
 - i. Submit documentation with the pre-travel authorization form showing the lowest available airfare for a direct route to their destination, such as a screenshot from an online airfare search engine (Orbitz, Expedia, etc.); and

- ii. Provide a brief explanation for any proposed airfare that exceeds the lowest available rate. More expensive airfares may be justified, for example, if a non-stop flight will save significant time, minimize overtime, or avoid lodging costs.
 - b. All travelers must fly coach class, regardless of the funding source, unless the difference is paid from the traveler's personal funds.
3. A copy of the travel statement or airline booking confirmation provided by the travel agent, online travel company, or airline must be submitted post-travel as supporting documentation.
4. The Auditor's Office will not pay for airport parking unless the traveler can show that parking at the airport is more cost-effective than other travel methods, such as traveling to the airport by public transportation, taxi, or private for hire vehicle. The total cost of other methods of travel (including actual transportation costs, lost work time, and overtime) may be considered. The City Auditor may approve exceptions to this rule, on a case-by-case basis, when a request for an exception is submitted in writing.

H. Lodging Expenses

The Auditor's Office will pay for lodging expenses, in accordance with [FIN 6.13.01 – Allowable Expenses Related to Travel](#), for travel that requires an overnight stay. Expenses for lodging should be reasonable and should cover the costs of a standard single occupancy room. An itemized lodging receipt must be submitted post-travel as supporting documentation.

I. Per Diem

1. The per diem rate for out-of-town, overnight, and qualifying day travel is calculated in accordance with [FIN 6.13 – Overnight and Out-of-Town Travel](#) and [FIN 6.13.01 – Allowable Expenses Related to Travel](#). The per diem rate covers meals (meal expenses, meal taxes, and meal gratuities), as well as incidental expenses, such as gratuities to baggage carriers and housekeeping.
2. Travelers do not receive a per diem for local travel and are generally expected to provide their own meals and refreshments while attending meetings and trainings that do not require out-of-town or overnight travel. However, reimbursement for non-

travel meals may be permitted in limited circumstances, in accordance with [FIN 6.14 – Non-Travel Meals, Light Refreshments and Related Miscellaneous Expenses](#).

J. Transportation Expenses

1. The Auditor's Office will pay for transportation expenses in accordance with [FIN 6.13.01 – Allowable Expenses Related to Travel](#). Receipts or other approved evidence of transportation expenses must be submitted post-travel as supporting documentation.
2. Employees are encouraged to use video or teleconferencing or alternative modes of transportation, such as walking, biking, transit, and carpool, to relieve road congestion, reduce harmful emissions, and improve employee health. Division managers are encouraged to recognize that employees using public transportation may require extra time to travel for Auditor's Office business.

K. Travel by Car: Motor Pool and Personal Vehicles

1. When travel by car is required for Auditor's Office business, travelers must use a Motor Pool vehicle, instead of a personal vehicle, unless:
 - a. A Motor Pool vehicle is not available for pick-up when the employee needs it (e.g., vehicles are unavailable, or Motor Pool hours are not conducive to travel times); or
 - b. The use of a personal vehicle is more cost-effective than using a Motor Pool vehicle (e.g., the mileage reimbursement cost for using a personal vehicle is lower than the cost of using a Motor Pool vehicle).
2. If driving a Motor Pool vehicle or seeking reimbursement for the use of a personal vehicle, travelers must obtain advance approval, in accordance with Section M of this rule, prior to driving for Auditor's Office business.
 - a. Motor Pool vehicle use must be approved in accordance with [Auditor's Office Administrative Rule 3.04.13 – Vehicle Use](#) and the [City's Motor Pool rules and procedures](#).

- b. Use of a personal vehicle for Auditor's Office business will not be reimbursable unless the traveler provides documentation showing that a Motor Pool vehicle is not available or that the use of a personal vehicle is more cost-effective.
 - i. Approved travel using a personal vehicle is reimbursed at the current Internal Revenue Service standard mileage rate.
 - ii. Travelers must consult the [Motor Pool website](#) and use current Motor Pool rates to compare costs. Fuel at a City of Portland station is included in the Motor Pool rate. Motor Pool vehicles identified by public registration plates may park on City of Portland streets, for free, for the maximum meter hours posted.
- 3. The Auditor's Office will not reimburse employees for commuting miles or expenses, regardless of the employee's regular mode of transportation used in their commute.
 - a. Parking at (or near) an employee's regular work place is a commuting expense and is not be eligible for reimbursement, regardless of whether it occurred on the employee's regular workday.
 - b. Miles driven between an employee's residence and work locations other than the employee's regular work place (such as training, fieldwork, or meeting locations) are not considered to be commuting miles and are eligible for reimbursement.

For example: On Tuesday morning, an employee drives from home to their regular work place at City Hall. That afternoon, the employee drives from City Hall to a training event. After the training, the employee drives directly home. The Division Manager has approved the use of the employee's personal vehicle to drive to the training event because the training location is not readily accessible via public transportation and no Motor Pool vehicles were available.

- i. The employee may not request reimbursement for the miles driven from home to City Hall.
- ii. The employee may request reimbursement for:
 - A. The miles driven from City Hall to the training.

- B. The lesser of: the distance between the training and the employee's home; or the distance between the training and City Hall.
 - C. Any parking fees incurred at the training location, but may not request reimbursement for parking at or near City Hall.
- c. The City Auditor may approve exceptions to this rule, on a case-by-case basis, when a request for an exception is submitted in writing. For example, the City Auditor may choose to approve reimbursement for mileage when:
- i. An employee who normally uses public transportation to commute to work is required to attend a meeting after work that is outside of public transportation hours (e.g., a Citizen Review Committee meeting), and must drive a personal vehicle to get home after the meeting; or
 - ii. An employee is required to come to their regular work place for a specific work-related event held on a weekend or other non-work day. However, the Auditor's Office will not reimburse mileage for an employee who comes into the office on a day they typically work from home, or an employee who chooses (but is not required) to work outside of their regular work schedule.

L. Miscellaneous Travel Expenses

The Auditor's Office will pay for other business-related expenses, such as internet access charges and checked baggage fees, in accordance with [FIN 6.13.01 – Allowable Expenses Related to Travel](#).

TRAVEL APPROVAL PROCESS: PRE- AND POST-TRAVEL

M. Authority to Approve Travel Requests and Expenses

1. The City Auditor authorizes Division managers to:
 - a. Approve travel requests submitted by travelers within their Division prior to travel, including approving requests for local travel and TRAVEL AUTHORIZATION FORMS;
 - b. Approve post-travel expense forms, subject to final approval by the Business Operation Manager; and

- c. Delegate travel approval authority to supervisors within their Division, either for a specific time period or for specific employees or groups, with approval from the Chief Deputy City Auditor and notice to Management Services; provided that a Division manager may not delegate travel authority for out of town travel. A sample delegation of authority form is attached as Appendix A.
2. The City Auditor authorizes the Business Operations Manager to review and approve travel requests and expenses submitted by Division managers, and all TRAVEL AUTHORIZATION FORMS for payment and submission to the Accounting Division. The Chief Deputy Auditor may also approve travel requests in lieu of the Business Operations Manager.
3. Travel requests and expenses by the Chief Deputy City Auditor and the Auditor's Office's General Counsel shall be submitted to the City Auditor for approval.

N. Pre-Travel Approval Process

1. All anticipated expenses associated with travel for Auditor's Office business must be documented, reviewed, and approved **prior to travel**. Travel must be approved in advance to provide the Auditor's Office with the information needed to determine whether sufficient budget exists to cover the costs of the travel, evaluate whether the proposed travel is a good use of Auditor's Office resources, and ensure that all travel expenses incurred are necessary, reasonable, and for authorized purposes.
2. Travelers must obtain advance approval from their Division manager or other authorized person for any local travel for which the traveler will request reimbursement. Whenever possible, such advance approval must be in writing.
3. Travelers must obtain advance approval for out of-town, overnight, or qualifying day travel using the electronic [TRAVEL AUTHORIZATION FORM](#) and [PER DIEM CALCULATOR](#).
 - a. Travelers must list all anticipated expenses associated with the travel on the [TRAVEL AUTHORIZATION FORM](#) and [PER DIEM CALCULATOR](#). The [PER DIEM CALCULATOR](#) will automatically calculate meal and incidental expenses.

- b. Travelers must submit a brief explanation for any lodging expenses that are significantly higher than the rate published by the [U.S. General Services Administration](#).
4. Any travel requests that exceed \$2,000 must be pre-approved by the City Auditor.

O. Recording and Reimbursing Travel Expenses: Local Travel

1. Travelers may request reimbursement for approved local travel expenses, such as mileage, parking, and other transit costs, as follows:
 - a. Travelers with local travel expenses less than \$100 in any calendar month, including local mileage, must submit the receipt(s), an approved [MILEAGE REIMBURSEMENT FORM](#), and a [PETTY CASH REIMBURSEMENT FORM](#) to claim reimbursement.
 - b. Travelers with \$100 or more in local travel expenses during any calendar month must use the [MILEAGE REIMBURSEMENT FORM](#) to claim reimbursement; use of petty cash funds is not permitted.
2. Travelers must complete and submit the MILEAGE REIMBURSEMENT FORM electronically.
 - a. The mileage requested on the MILEAGE REIMBURSEMENT FORM must reflect the most direct route to the destination. Travelers will not be reimbursed for miles driven that are unrelated to Auditor's Office business, such as going outside the trip route for lunch or to run a personal errand.
 - b. For each trip for which reimbursement is requested, the traveler must submit the following supporting documentation with the MILEAGE REIMBURSEMENT FORM:
 - i. A printout from an online mapping program (e.g., Google Maps, MapQuest) or other standard mileage guide showing the most direct route to the destination. The mileage requested on the MILEAGE REIMBURSEMENT FORM must match the mileage shown on the documentation.
 - ii. The event or meeting registration confirmation, calendar appointment, or other documentation showing the time, location, and purpose of the event or meeting. Division managers may require additional proof of attendance.

- iii. Parking receipts, if parking costs are claimed.
 - c. Travelers who drive a personal vehicle for Auditor's Office business multiple times during a month must submit the MILEAGE REIMBURSEMENT FORM on a monthly basis (e.g., all miles driven in October must be reported on a single MILEAGE REIMBURSEMENT FORM).
 - d. Travelers must submit the MILEAGE REIMBURSEMENT FORM to their Division Manager as soon as possible after traveling, but no later than 30 days following the end of the month in which the travel occurred the travel, provided that:
 - i. To allow for processing at the end of the fiscal year, June 25 is the deadline for submitting travel forms for travel conducted prior to June 25.
 - ii. Any travel conducted between June 25 –June 30 will be allocated to the following fiscal year.
 - e. ***Late reimbursement requests will be denied unless Management Services finds good cause to approve a late request. Except as noted above, any reimbursement requests received after the fiscal year end will be denied.***
 - f. Travelers should review travel forms carefully, prior to submission, to ensure that the information is complete and accurate and that all required supporting documentation is attached.
3. Division managers must carefully review the MILEAGE REIMBURSEMENT FORM to ensure accuracy and completeness and must return any inaccurate or incomplete forms to the traveler for correction.
 4. Upon approval, the Division manager will submit the approved MILEAGE REIMBURSEMENT FORM and all supporting documentation to Management Services for processing, approval by the Business Operations Manager, and submission to the Accounting Division.
 5. It is vital that every employee in the reimbursement chain comply with these rules and avoid errors.

P. Recording and Reimbursing Travel Expenses: Out-of-Town, Overnight, and Qualifying Day Travel

Out-of-town, overnight, and qualifying day travel expenses will be recorded and reimbursed in accordance with [FIN 6.13 – Overnight and Out-of-Town Travel](#) and [FIN 6.13.01 – Allowable Expenses Related to Travel](#). Reimbursement through petty cash is not permitted for out-of-town, overnight, or qualifying day travel.

1. Within one calendar week after returning from travel, travelers must update the saved, pre-travel TRAVEL AUTHORIZATION FORM with all actual travel-related expenses and must compile all required receipts and supporting documentation.
 - a. Itemized receipts are required as supporting documentation for travel-related expenses other than per diem costs and personal vehicle mileage, whenever possible. Bank statements may not be submitted.
 - i. To substantiate travel expenses, receipts should include the vendor and the amount, date, place, and type of expense.
 - ii. If not already listed, a destination must be added to receipts for local transportation such as a shuttle, taxi, private for hire vehicle, or bus.
 - iii. Car rental receipts should be itemized.
 - iv. For air travel, a copy of the travel statement provided by the travel agent, online travel company, or airline is required.
 - b. If actual travel-related expenses are 10% or more above the pre-travel approved estimate, the traveler must submit a written justification for the additional or increased expenses.
2. Any traveler requesting reimbursement for the use of a personal vehicle for out-of-town, overnight, or qualifying day must complete the TRAVEL AUTHORIZATION FORM and the MILEAGE REIMBURSEMENT FORM.
 - a. Reimbursement for transportation to and from the destination is based on the lesser of: the distance between the traveler's home and the destination; or the distance between the traveler's regular work place and the destination.

- b. The Auditor's Office will not reimburse for mileage in an amount greater than the cost of available roundtrip airfare to the destination, without written justification.
 - c. The mileage requested must reflect the most direct route to the destination.
 - i. Documentation showing the shortest distance to the destination, such as a printout from an online mapping program (e.g., Google Maps or MapQuest), must be submitted. The mileage requested on the EXPENSE REPORT must match the mileage shown on the documentation.
 - ii. Employees will not be reimbursed for miles driven that are unrelated to Auditor's Office business, such as going outside the trip route for lunch or to run a personal errand.
3. Travelers must submit the updated TRAVEL AUTHORIZATION FORM and all required receipts and supporting documentation as soon as possible after traveling, but no later than 30 days following the end of the month in which the travel occurred.
- a. To allow for processing at the end of the fiscal year, June 25 is the deadline for submitting travel forms for travel conducted prior to June 25. Any travel conducted between June 25 –June 30 will be allocated to the following fiscal year.
 - b. ***Late reimbursement requests will be denied unless Management Services finds good cause to approve a late request. Except as noted above, any reimbursement requests received after the fiscal year end will be denied.***
 - c. A "timely accounting" is generally considered to be within 30 days of the date the expense is paid or incurred. Travelers who fail to provide a timely accounting of their travel-related expenses may be denied future travel. If travel expenses paid for by the Auditor's Office are not substantiated through a timely accounting, the amount received may be reported as taxable income to the employee.
 - d. Travelers must review travel forms carefully, prior to submission, to ensure that the information is complete and accurate and that all required supporting documentation is attached. Travelers who fail to provide a proper accounting of their travel-related expenses may be denied future travel.
 - e. Travelers who fail to provide a proper or timely accounting of their travel-related expenses may be subject to employee discipline. For example:

- i. The first time an employee submits a late EXPENSE REPORT, the employee may be given an oral or written warning and a reasonable opportunity to modify their behavior. Progressive discipline may be applied for repeated late submissions.
 - ii. Falsifying travel documentation is a serious offense for which more significant employee discipline is warranted, up to and including termination.
4. Division managers must carefully review the TRAVEL AUTHORIZATION FORM and the MILEAGE REIMBURSEMENT FORM, if applicable, to ensure accuracy and completeness, and must return any inaccurate or incomplete forms to the traveler for correction.
5. Upon approval, the Division manager will submit the approved TRAVEL AUTHORIZATION FORM / MILEAGE REIMBURSEMENT FORM and all supporting documentation to Management Services for processing, approval by the Business Operations Manager, and submission to the Accounting Division for payment.
6. It is vital that every employee in the reimbursement chain comply with these rules and avoid errors.

ADDITIONAL TRAVEL RULES

Q. Public Records

Travel authorization and expenditure records are public records and may be accessible to the media and members of the public. For privacy reasons:

1. Travelers should avoid listing "home" or their home addresses on travel records. Instead, travelers may list an intersection near their home (e.g., "SE 25th Ave. and SE Main").
2. Restricted or confidential information should be redacted from receipts, in accordance with [Auditor's Office Administrative Rule 3.11.04](#). For example, the following types of information should be redacted:
 - a. Social security, Driver's license, passport, or other identification numbers.
 - b. Financial account, credit card, or debit card numbers, or any required security or access code or password that allows use of the account.

- c. Information indicating age, birthdate, gender, race, ethnicity, and/or disability.
- d. Criminal record information.
- e. Protected health information, including but not limited to an employee's medical information and all information protected by the Americans with Disabilities Act (ADA) and the Health Insurance Portability and Accountability Act (HIPAA).
- f. For non-employees: a person's first name or first initial and last name in combination with their home address and telephone number.
- g. For an employee: an employee's residential address, residential telephone number, personal cellular telephone numbers, personal electronic mail address, or emergency contact information.

See [Auditor's Office Administrative Rule 3.11.04 – Protection of Restricted and Confidential Information](#).

R. Personal Use of Travel Incentives Prohibited

1. Oregon ethics laws prohibit employees from collecting and using frequent flyer miles and other travel incentives for personal use. For purposes of this rule, travel incentives include but are not limited to:
 - a. Frequent flyer miles for air travel;
 - b. Bonuses or points acquired through a lodging, rental car, or other company-based loyalty program, such as free rental days or hotel stays; and
 - c. Compensation for the inconvenience of being "bumped" off a flight that is overbooked (such as a coupon for future travel).
2. Credit card points earned by travelers who use their personal credit cards for travel-related expenses are not included in this prohibition. Such points are considered a fringe benefit of employment with the Auditor's Office and may have tax implications. Travelers are solely responsible for reporting any travel benefits received from personal credit card use; the Auditor's Office will not issue a separate Form 1099-MISC.

3. Travelers may not reference personal travel incentive plan numbers when booking travel or traveling for Auditor's Office business.
4. Lodging or meal vouchers issued because of a delay in travel that are used at the time of travel are not considered to be travel incentives for purposes of this rule.
5. Any redeemable awards earned because of travel for Auditor's Office business must be redeemed for Auditor's Office travel but may not be used for upgrades above normal travel standards. For example, awards may not be used to upgrade to a first-class airline ticket or for a luxury rental car or hotel room.

S. Exceptions

The City Auditor may work with the City Controller to make exceptions to this rule, as needed, for specific unique situations or to provide reasonable accommodations.

Auditor's Office Administrative Rule Information and History

Questions about this administrative rule may be directed to the [Auditor's Office's Management Services Division](#).

Adopted by the City Auditor December 11, 2017.

Adapted from City of Portland [Human Resources Administrative Rule 4.10 Travel](#).

Adopted by Council March 6, 2002, Ordinance No. 176302.

Revised April 25, 2016.

Last revised by the City Auditor April 5, 2019.



APPENDIX A: DELEGATION OF AUTHORITY TO APPROVE TRAVEL

This form may be used by a Division manager, Chief Deputy Auditor, or Auditor to delegate authority to a designee to approve local travel and travel expenses, in accordance with ARA 3.4.10. The comments section may be used to describe any limitations on the delegation (e.g., "for employee XYZ" or "up to \$2,000" or "during October 2018").

Any delegation by a Division manager must be approved by the Chief Deputy Auditor.

Please provide a copy of the completed form to Management Services.

This delegation of authority form identifies designees authorized to approve travel. This delegation shall remain in effect until a change in personnel occurs or when revoked or replaced by the delegating employee.

Authority to approve travel is hereby delegated by:

Name: _____

Title: _____

Signature: _____ Date: _____

to the following designee:

Name: _____

Title: _____

Signature: _____ Date: _____

Comments: _____

Approved by Chief Deputy Auditor / Auditor:

Signature: _____ Date: _____