

**Jesus Ruiz**  
Mayor

**Rene Rodriguez**  
At Large

**Sergio Cox**  
District 1 / Mayor Pro-Tem



**Gloria M. Rodriguez**  
District 2/Mayor Pro Tem

**Victor Perez**  
District 3

**Vacant**  
District 4

**Adriana Rodarte**  
Interim City Manager

## TRAVEL, MILEAGE AND RELATED EXPENSE

### POLICY NO. 37 Amendment No. 6

#### I. CASH ADVANCE

A) EMPLOYEES: A cash advancement (per diem) for meals and incidental expenses, such as parking fees, will be forwarded to staff and elected officials traveling out of town. Receipts for per diem are not required. Receipts for all other travel expense such as hotel, car rental, etc. are required. Advanced funds not used during travel (other than per diem) will be reimbursed to the Finance Department immediately (no later than five (5) working days) upon return. Per diem and mileage amounts disbursed will follow the current U.S. General Service Administration rates ([www.gsa.gov](http://www.gsa.gov)).

#### II. AUTO RENTAL

A) Auto rentals need to be limited to small economical cars and passenger vans; depending on the number of people traveling together. Luxury car rentals are not allowed. Rentals are acceptable only when the area you are traveling to does not allow for a convenient and cost effective shuttle or taxi service. Rentals are also limited to City business and used only during the time allotted for the trip. A fuel and parking allowance will be issued for travel in the amount of \$100.00 per staff and council member. If the fuel allowance issued is not sufficient for the travel needs, the employee will be reimbursed for this expense upon completion of the travel reconciliation form. All receipts shall be attached to the request for reimbursement. If more than one person is traveling to the same destination the allowance will be issued to the person renting the vehicle.

### III. AIRFARE

A) Airfare tickets may be purchased with the City credit card upon approval of the trip; however, at no time will airfare tickets be purchased for spouses or any individual who is not employed by the City of Socorro.

B) Where an air travel expense is to be reimbursed by a grant, a ticket reservation will be allowed prior to Council approval with an approved purchase requisition and purchase order. The corporate card, with the City Manager's or Mayor's (in absence of City Manager) written approval may be used to make the reservations.

### IV. PERSONAL CARS

A) Use of personal cars for City business will be reimbursed as per the current U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)) mileage reimbursement rates in addition to tolls and reasonable documented parking fees. Mileage reimbursement will be issued only to the employee who furnishes the vehicle for transportation to the destination.

Car washing and other servicing is not reimbursable. Traffic/parking violations and all resulting fines are the employee's personal responsibilities and are not reimbursable by the City. Insurance coverage is the employee's responsibility.

B) Whenever possible, pooling arrangements should be made when employees and/or Council members are visiting the same location.

C) Personal car expenses are not reimbursable without explanation and approval by the City Manager or Mayor in the absence of the City Manager.

D) The use of a personal automobile for trips exceeding 1,400 miles round-trip is not permissible without prior approval from the employee's Department Head. In all cases, the maximum amount of reimbursement shall be the total cost of the most economical airfare rate, plus parking fees, plus ground transportation costs.

E) Local mileage reimbursements for staff will be capped not to exceed one-hundred twenty-five dollars (\$125 00) per month. A mileage log must accompany each and every mileage reimbursement request. Total mileage reimbursements shall not exceed the departmental annual budgeted amount. In the event the budget item for mileage reimbursement is depleted before the fiscal year ends, requests for budget amendments must be submitted to the City Manager. Commuting mileage reimbursements will not be issued. Council members will be reimbursed for business related mileage expenses in accordance with the travel policy.

**V. TRAVEL, MILEAGE, AND RELATED EXPENSE FORM**

A) Travel Reconciliation and Mileage Forms are due in the Finance Department within five (5) working days upon arrival from the trip, including required receipts.

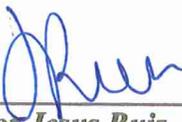
**VI. APPROVAL PROCESS FOR TRAVEL**

Out of town travel must be approved by City Council prior to making any arrangements. The City Manager is authorized to approve emergency travel without City Council approval. An emergency is defined as an unforeseen condition arising suddenly and unexpectedly, not caused by any neglect or omission, and which calls for immediate action.

**VII. TRAVEL CANCELLATIONS**

Travel cancellations are not reimbursable to the City. Credits issued by the airplane companies for cancellations must be utilized for the same person and expire if not utilized within a specific time frame. In addition, seminar fees are not usually reimbursed or credited to the City. Employees and Council members must be certain travel will take place before making travel arrangements. Emergency cancellations are expected; however, each cancellation will be reviewed by Finance and presented to Council for consideration.

**REVISED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF SOCORRO, TEXAS ON THIS 20 DAY OF August, 2015.**

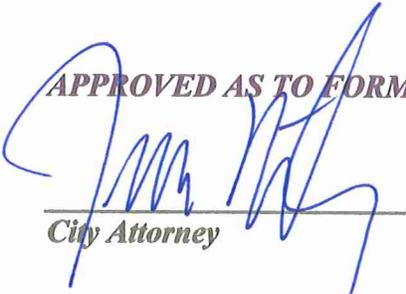
  
\_\_\_\_\_  
*Mayor Jesus Ruiz*

**ATTEST:**



\_\_\_\_\_  
*Olivia Navarro*  
*Assistant City Clerk*

**APPROVED AS TO FORM**

  
\_\_\_\_\_  
*City Attorney*