



**City Auditor**

*Long Beach, California*

**AB1234 REIMBURSEMENT  
POLICY PRESENTATION**

**January 10, 2006**

# Purpose

- To define what is reimbursable and set spending limits.
- And to do so Publicly

# Who It Applies to

- Members of any Agency subject to the Brown Act - *Examples*
  - Mayor & City Council
  - Harbor Commission
  - Water Commission
  - Redevelopment Agency
  - Civil Service

# AB1234 Requirements Include

- Define Types of Occurrences
- Conference Lodging Limits
- Must Specify Travel Rates or use IRS Rates
- All Variances MUST be Publicly Approved Prior to Incurring the Expense
- Members must provide a brief report on meetings attended at the Agency's next regular meeting

# New Policy?

- Long Beach has had a Policy for Decades
- This Document Follows Existing Long Beach Practices on Reimbursements

# Meal Allowance

- Recommend changing Daily Meal Allowance from \$50 to \$64 (*Includes tax, not gratuity*).
- Effective Oct 1, 2005 Federal Meal Rates:
  - Wash DC \$64
  - New York \$64
  - San Francisco \$64
  - Sacramento \$59

# Air Travel

- Domestic:
  - 2 Weeks Advance Purchase
  - Lowest available airfare (coach or tourists class)
- International:
  - Business Class when appropriate

# Personal Vehicle

- Miles are reimbursed at the rate in the current Salary Resolution (\$.365).
- No rental car reimbursement – mileage only.
- Auto Allowance – subtract 100 miles from each trip.



# Lodging

- No Local Lodging – (50 Miles)
- No Suites or Luxury Hotels
- Prevailing Room Rates for the Area
- Both Reasonable and Necessary

# Meeting Report

- The law requires the Member to provide a brief report on meetings attended at the next regular meeting.

# Ethics Training

- Each Member is required to receive at least two hours of Ethics Training every two years (*First Cycle – before Jan 1, 2007*)



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