

Retirement Plan Trustees Educational Travel Policy Comparison with City of San Jose's Travel Policies

| | Plan Trustee Educational Travel Policy | City Employee Travel Policy (City Administrative Manual Section 1.8.2) | City Elected and Appointed Officials (Council Policy #9-5) |
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| Scope of Approved Travel | Educational, administrative, and business meetings related to administration of pension plan. (Paragraph 11, 12, 13) | Authorized travel is limited to "conferences, trainings, conventions, and other functions from which the City derives a specific benefit through attendance by the traveler." (Paragraph 3.2.3) | Events where "City derives special benefits through attendance of a City representative[.]" (Paragraph C.1) |
| Approval to Book | <p><u>Preapproved List of Pension Programs:</u> None required. (Paragraph 15)</p> <p><u>Foreign Travel:</u> Prohibited unless value cannot be obtained within the continental United States, to which approval from Board required. (Paragraph 16)</p> <p><u>Non-Preapproved:</u> Requires Board approval for booking, unless CEO approves after / for exigent circumstance. Also limited to 3 such instances. (Paragraphs 17-18)</p> <p>More stringent than City Policy and City Council/Appointed Officials Policy.</p> | <p><u>In-State Travel:</u> Need Travel Request completed. (Paragraph 5.1)</p> <p><u>Out-of-State Travel:</u> Requires approval after completion of travel. (Paragraph 5.2)</p> <p><u>International Travel:</u> Council Appointee is responsible for approving travel. (Paragraph 5.3)</p> <p>No limit on number of instances of travel.</p> | <p><u>Preapproved List of Conferences:</u> No approval required where funds are available. (Paragraph D.1.b)</p> <p><u>In-State or Local Official Travel:</u> No approval required where funds are available. (Paragraph D.1)</p> <p><u>Out-of-State:</u> Requires City Council approval. (Paragraph D.1)</p> <p>No limit on number of instances of travel.</p> |

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| Cash Advance | None. (Paragraph 23) More stringent than City Policy and City Council/Appointed Officials Policy. | Permitted if requested for per diem expenses. (Paragraph 4.3) | City Procurement Card rules. (Paragraph E.7) |
| Class of Travel | Economy/Coach. (Paragraph 29) More stringent than City Council/Appointed Officials Policy. | Coach. (Paragraph 5.5.2.2.1) | Not specified. |
| Timing of Travel Arrangements | 3 weeks before program, to the extent possible. (Paragraph 14) | More than 4 weeks before travel date. (Paragraph 6.II.a.) | Official City representatives must notify the City Clerk approximately 6 weeks before travel date. (Paragraph C.3) |
| Dates for Air Travel | Cannot book flight departure more than 2 days before the pension program, absent good cause. (Paragraph 26) More stringent than City Council/Appointed Officials Policy. | Travel time is generally limited to no more than 24 hours before and/or after the function. (Paragraph 4.1) | Not specified. |
| Airline | United, American, Delta, JetBlue, Alaska or Southwest Airlines (or other carrier equivalent in price). (Paragraph 28) | Commercial airline or public transit whenever appropriate. (Paragraph 4.2.1) | Public carrier. (Paragraph G.1) |

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| Airport | <p>Within 100 miles of Trustee's starting location or permanent residence. (Paragraph 27)</p> <p>The total cost cannot exceed what the round-trip airfare would have been had the trip originated from San Jose International Airport, unless CEO approves. (Paragraph 27)</p> | <p>Mandatory use of San Jose International Airport <u>unless</u>:</p> <ul style="list-style-type: none"> (1) Flight destination not available; (2) Flight has 2+ stops or plane changes; (3) One-way travel time exceeds 2.5 hours compared to other airports; or (4) Total airfare costs \$250+ compared to other airports. <p>(Paragraph 5.5.2.1)</p> | <p>Mandatory use of San Jose International Airport <u>unless</u>:</p> <ul style="list-style-type: none"> (1) Flight destination not available; (2) Flight has 2+ stops or plane changes; (3) One-way travel time exceeds 2.5 hours compared to other airports; or (4) Total airfare costs \$250+ compared to other airports. <p>(Paragraph E.3)</p> |
| Airfare | <p>Must book airfare at reasonable cost at the time of booking. (Paragraph 30)</p> <p>More stringent than City Council/Appointed Officials Policy.</p> | <p>Flight cost must be the lowest available. (Paragraph 5.5.2.2.1)</p> | <p>Every effort should be made to choose the lowest cost for all modes of transportation, lodging, and parking. (Paragraph E.2)</p> |
| Hotel/Lodging | <p>Expected to stay at program hotel <u>unless</u>: (1) it is sold out, or (2) there is a less expensive option 5 miles from program. (Paragraph 31)</p> | <p>Travelers must stay at conference hotel at the negotiated conference rate. (Paragraph 5.5.3.1)</p> <p>If conference hotel not available, then the traveler may stay at an alternate hotel capped at 150% of the applicable CONUS rate. (Paragraph 5.5.3.2)</p> | <p>Every effort should be made to choose the lowest cost for all modes of transportation, lodging, and parking. (Paragraph E.2)</p> |

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| Ground Transportation | <p>Trustees are expected to use their personal vehicles, taxis or ride sharing services to and from domestic destinations for distances under fifty (50) miles. (Paragraph 25)</p> <p>Reimbursement of rental vehicles require cost justification and prior approval from the CEO of ORS. Insurance is required. (Paragraph 25)</p> | <p>Travelers are allowed to use a City vehicle, private vehicle (at the City's mileage reimbursement rate), or a rental car (upon prior approval if the hotel is not within walking distance of the event location and shuttle service is not available). (Paragraph 5.5.1)</p> | <p>Carpooling is encouraged when two or more City officials are authorized to attend the same event. (Paragraph E.4)</p> <p>Reimbursements are available for car rentals if reasonable and necessary. (Paragraph G.5)</p> |
| Meals | <p>Per diem rate determined by the applicable CONUS rate, which fluctuates per locality. (Paragraph 5.5.4)</p> | <p>Per diem rate determined by the applicable CONUS rate, which fluctuates per locality. (Paragraph 5.5.4)</p> | <p>Reimbursements are available for meals if they are not already included as part of event registration. (Paragraph G.4)</p> |
| Alcoholic Beverages | <p>Prohibited. (Paragraph 24)</p> | <p>Prohibited. (Paragraph 5.6.1)</p> | <p>Prohibited. (Paragraph G.4)</p> |
| Service Tips | <p>Reasonable tips capped at 20% of total bill included. (Paragraph 33)</p> <p>More stringent than City Council/Appointed Officials Policy.</p> | <p>Included for ground transportation only and capped at 20% of the total bill. (Paragraph 5.5.8)</p> | <p>Reasonable tips are included. (Paragraph G.2)</p> |
| Mileage | <p>Included, subject to information on starting and ending location. (Paragraph 33)</p> | <p>Travel by private vehicle is reimbursable at the City's mileage reimbursement rate. (Paragraphs 5.5.1.2.1 & 5.5.1.2.3)</p> | <p>Included if not using City vehicle. (Paragraph G.5)</p> |
| Toll | <p>Included, subject to information on starting and ending location. (Paragraph 33)</p> | <p>Not specified.</p> | <p>Not specified.</p> |

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| Phone Calls | Excluded (not listed in Paragraph 33 of reimbursable expenses). More stringent than City Policy and City Council/Appointed Officials Policy. | International travelers reimbursed up to \$10/day for personal phone calls with proper documentation. (Paragraph 5.5.5) | Reimbursed up to \$10/day for personal phone calls with proper documentation. (Paragraph G.7) |
| Wi-Fi for Work Related Work | Included. (Paragraph 33) | Included. (Paragraph 5.5.6) | Not specified. |
| Laundry | Excluded (not listed in Paragraph 33 of reimbursable expenses). More stringent than City Policy and City Council/Appointed Officials Policy. | Generally not eligible, but allowable if business trip is more than 7 days and traveler is required to conduct City business for more than 5 of the 7 days. (Paragraph 5.6.3) | Generally not eligible, but allowable if business trip is more than 7 days and traveler is required to conduct City business for more than 5 of the 7 days. (Footnote 2) |
| Personal Expenses | Prohibited. (Paragraphs 7a & 32) | Prohibited. (Paragraph 5.6.2) | Prohibited. (Paragraph G.1-6) |
| Gifts | Prohibited. (Paragraph 9) More stringent than City Policy and City Council/Appointed Officials Policy. | Potentially acceptable, subject to the City's Gift Policy and Ethics Policy. (Paragraph 3.1.6) | Potentially acceptable, subject to City Council approval and the requirements of San José Municipal Code Chapter 12.08 and the Political Reform Act. (Paragraph F.1.a) |
| Post-Travel Documentation and Review | Required submission of Reimbursement Expense Report within <u>30 days</u> after completing the program. (Paragraph 34.a) | Required submission within <u>30 days</u> after completion of travel. (Paragraph 5.7.1) | Statement of Travel Expenses with receipts submitted to Finance Director within <u>15 days</u> of return. (Paragraph G) |

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| Payment | Approximately <u>90 days</u> for processing of reimbursement. (Paragraph 33-34) | Reimbursement no later than the second paycheck following the date of submission. (Paragraph 5.7.3) | Reimbursement upon submission of Statement of Travel Expenses to Finance Director. (Paragraph G) |