



## Staff Report

**TO:** City Council  
**FROM:** Kari Mendoza, Administrative Services Director  
**DATE:** March 4, 2025  
**SUBJECT:** City of Beaumont Travel Expense and Reimbursement Policy

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**Description** Review the draft updated Travel Expense and Reimbursement Policy and provide staff feedback.

### **Background and Analysis:**

In 2015, City Council adopted a Travel Expense and Reimbursement Policy for all elected and appointed officials. The policy was a step towards the acknowledgement of prudence when spending public funds and providing transparency for costs related to the performance of official duties. The policy has also been followed by all City staff as a guideline. Pursuant to City Council direction the policy was brought back in July 2018 for review and no changes were made.

Staff initiated a review and update to the policy in 2023 in conjunction with the Cal Card Policy and other new financial policies. Requirements outlined in California Government Code sections 53232 through 53232.4 were followed in developing the adopted policy.

On January 22, 2024, the Financial and Audit Committee reviewed the amended policy and did not recommend any additional changes. Thereafter, the updated policy was adopted by council on April 2, 2024. At the request of Council, following their direction on January 21, 2025, staff was tasked with revisiting the updated policy to address a discrepancy in the wording concerning committee assignments. Minor revisions to the wording have been made to the travel policy adopted on April 2, 2024. All travel not covered by the agency and outside regular meetings of an appointed position, will not require council reaffirmation, assuming the elected official appointment to a regional committee is a city-approved agency. Additionally, the policy now allows for the option to use a personal vehicle instead of a city vehicle. Furthermore, if a conference includes an evening schedule past 5:00pm, lodging will be considered.

**Fiscal Impact:**

Policy changes will not result in additional fiscal impact. The estimated cost to prepare this staff report is \$515.

**Recommended Action:**

Approve the updated Travel Expense and Reimbursement Policy.

**Attachments:**

- A. Travel Expense and Reimbursement Policy – Redlined