



## City of Riverside Administrative Manual

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*Effective Date:* 7/2014  
*Review Date:* 7/2015  
*Prepared by:* Finance Department

Approved:   
 \_\_\_\_\_ Department  
  
 \_\_\_\_\_ City Manager

### SUBJECT:

#### I. International Travel

##### PURPOSE:

The City of Riverside recognizes the increasing importance of international affairs, trade and tourism. This policy provides the required guidelines that City officials and employees must follow when arranging international travel.

##### POLICY:

In the course of official City business, according to Administrative Manual Number 04.001.00, Travel and Meeting Expense, department heads may authorize in-state and out-of-state travel. International travel will require the following approvals:

- City Manager for city staff reporting to the City Manager;
- City Clerk for city staff reporting to the City Clerk;
- City Attorney for city staff reporting to the City Attorney; and
- City Council for City Council members and other City Officials (committees, boards, etc.)
- Mayor for city staff reporting to the Mayor
- City Manager for use of city vehicle. The request for the use of a city vehicle must also include a list of the individuals riding in the vehicle.

Reimbursement of reasonable expenses for travel, conferences, meetings, and meals will be made if the procedures outlined in Administrative Manual Number 04.001.00, Travel and Meeting Expense, are followed. The intent of the Travel and Meeting policy is to ensure that payments made by the City are for actual and necessary expenses incurred while conducting official City Business.

##### Request Process

Each individual requesting approval for international travel must provide their request in writing to the appropriate approving person or governing body. Each request must identify the reasoning for the trip, travel dates, estimated costs, and source of funding.

##### Approval Criteria

The following criteria should be used by the individual(s) approving requests for international travel by City officials and employees:

- There is a valid reason for authorizing the travel;
- There is a letter of invitation

- International insurance has been purchased before the trip
- There are appropriate City interests, which support the choice of personnel to be authorized for travel in each circumstance; and
- Travel arrangements conform to City policies and procedures

**PROCEDURE:**

<b>Responsibility</b>	<b>Action</b>
Elected Official or Employee	<ol style="list-style-type: none"> <li>1. Submits written request for approval                             <ol style="list-style-type: none"> <li>a. Requests from elected officials to be submitted for City Council approval during a City Council meeting that is reasonably in advance of estimated travel dates.</li> <li>b. Employee requested to be submitted to City Manager, City Clerk or City Attorney as appropriate.</li> </ol> </li> </ol>
City Manager/City Clerk/ City Attorney/City Council	<ol style="list-style-type: none"> <li>2. Provides approval or denial of requested travel                             <ol style="list-style-type: none"> <li>a. City Council approval or denial shall be subject to a vote of the City Council.</li> <li>b. Employee requests evaluated by City Manager, City Clerk or City Attorney as appropriate.</li> </ol> </li> </ol>
Elected Official or Employee	<ol style="list-style-type: none"> <li>3. When applicable, submit a copy of approval of international travel (memo, council minutes, etc.) with applicable documents for reimbursement of expenses to the Finance Department (Administrative manual Number 04.001.00, Travel and Meeting Expense).</li> </ol>