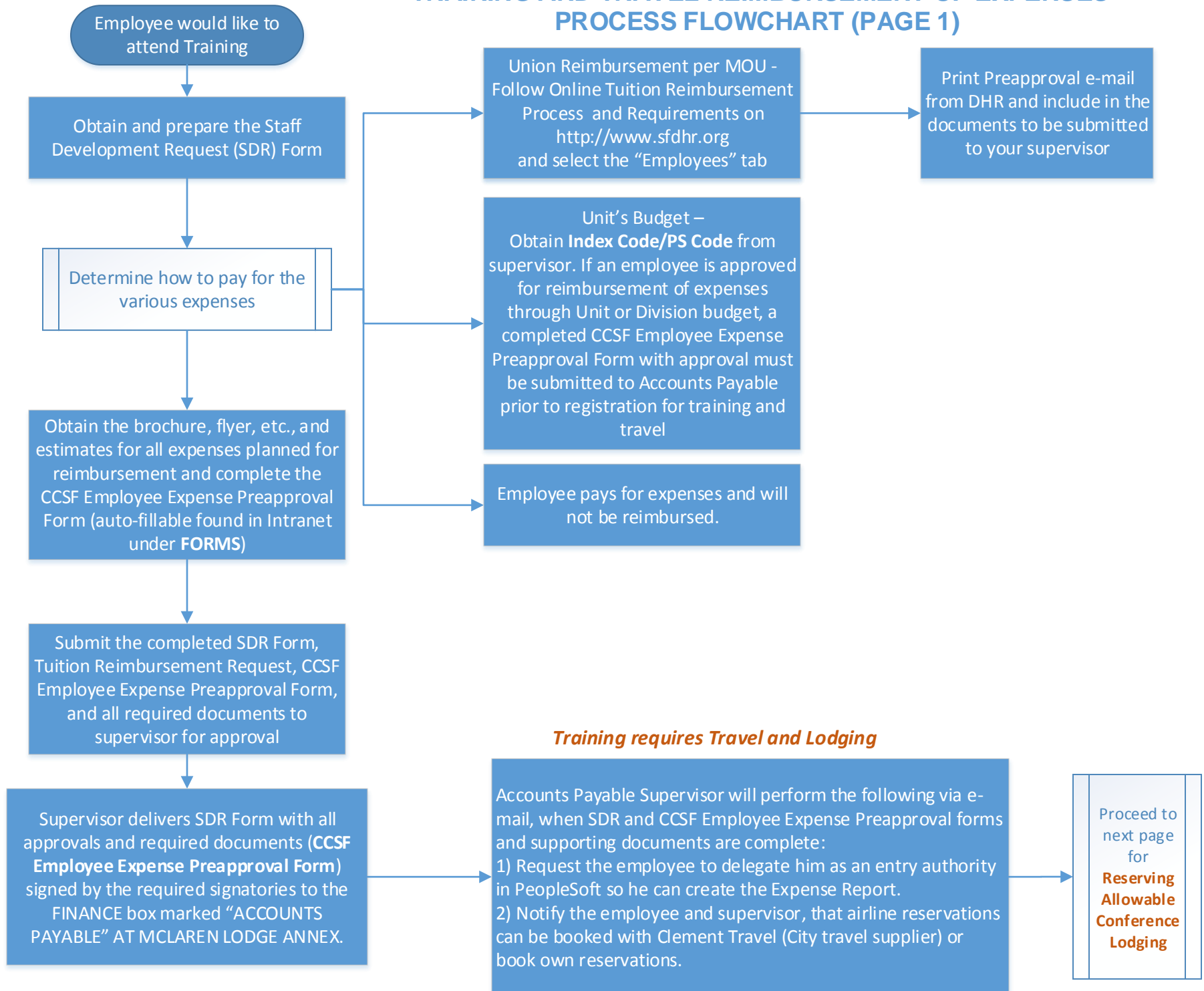
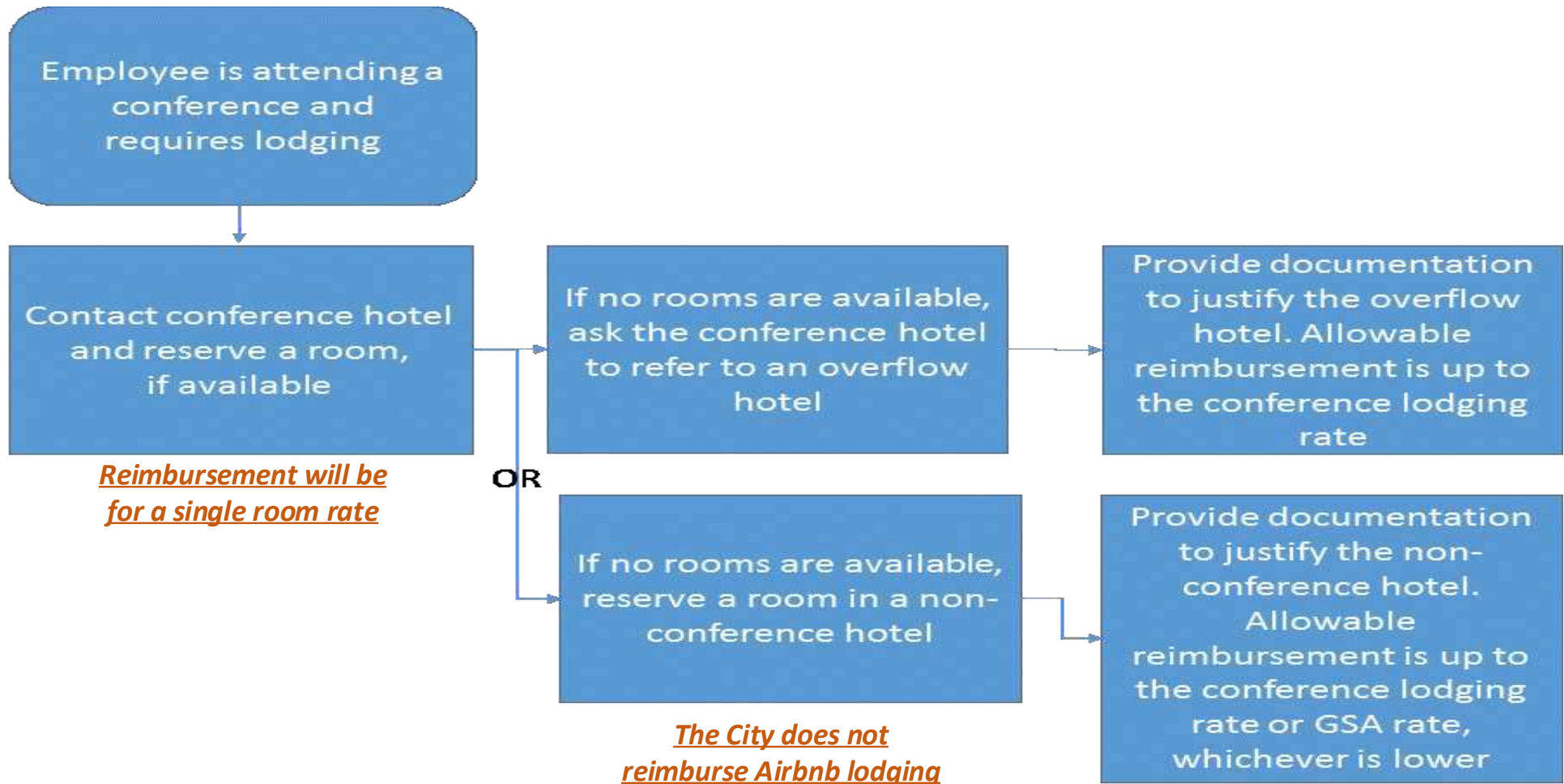


TRAINING AND TRAVEL REIMBURSEMENT OF EXPENSES PROCESS FLOWCHART (PAGE 1)

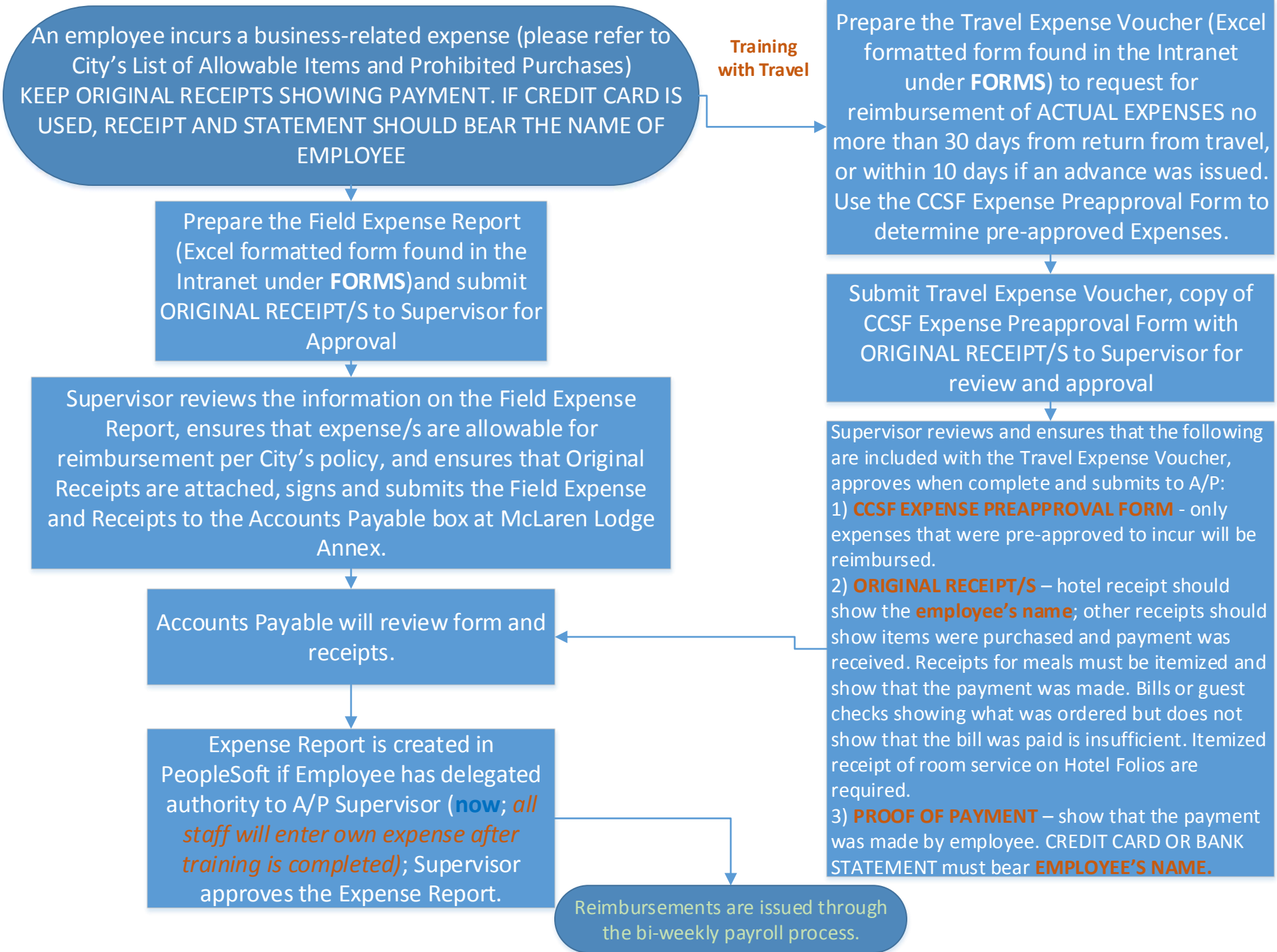


TRAINING AND TRAVEL REIMBURSEMENT OF EXPENSES RESERVING ALLOWABLE CONFERENCE LODGING (PAGE 2)



If conference-lodging rates exceed the federal rate, actual expenses will be reimbursed when documentation of the conference lodging rate and a receipt are provided. In rare circumstances, with appropriate pre-approval and justification of business need, employees may be reimbursed beyond the federal *per diem* rate. **An itemized hotel bill and receipts for meals showing that payment was made are always required for reimbursement to be made.** The hotel folio (receipt) should indicate that there is zero balance and should be issued in the name of the **RPD** employee who was preapproved to book the room. The **employee's name** should be shown on receipt, credit card and proof of payment and credit card statement).

REQUESTING FOR REIMBURSEMENT OF BUSINESS-RELATED EXPENSES (PAGE 3) REGULAR PURCHASES, TRAINING AND TRAVEL EXPENSES



CITY AND COUNTY OF SAN FRANCISCO – CONTROLLER’S OFFICE
ACCOUNTING POLICIES AND PROCEDURES (Updated 9/2017)

4.8.3.4 | UNALLOWABLE ITEMS

The following expenses incurred by employees are not reimbursable by the City:

- Toll citations, parking violations, traffic fines, and other citations associated with vehicle use
- Equipment purchase, rentals, and/or maintenance
- Recurring, regularly used commodities and services
- Non-work-related expenses
- Professional and/or general services provided by vendors
- Commodities or services that can and should be purchased through encumbrances.
- Sugar-sweetened beverages (Refer to Section 3.7 - | Sugar-Sweetened Beverage Funding Ban)
- City-funded social events without business purposes (e.g., holiday parties, birthday parties, retirement parties)
- Bottled water (per *Executive Directive 07-05 Permanent Phase-Out of Bottled Water Purchases by San Francisco City and County Government*)

5.2.2 | PROHIBITED PURCHASES

- Personal purchases of any kind (personal purchases are defined as purchases of goods or services intended for non-work-related use or use other than for official business)
- Donations or gifts to a charity, a gift to an entity, or a political contribution.
- Fuel for personal cars since the personal vehicle expenses will be compensated through mileage Reimbursement
- Gift cards, stored value cards, calling cards, pre-paid cards or similar products
- Entertainment, including in-room movies
- Alcoholic beverages
- Tobacco products
- Weapons, and related accessories, side arms and bullets even if these are for training purposes
- FastTrack toll tags or transponders for employees’ personal vehicle
- Individual sized bottled water for non-emergency situations
- Services provided by a non-California vendor
- Professional services
- Goods and services available on a current City-wide contract
- Travel expense, lodging, or meals for persons providing services without compensation
- Fixed Asset Computers
- Fixed Asset equipment
- Hazardous Materials/ Removal of Hazardous Materials
- Chemicals
- Existing invoices for after-the-fact purchases.