REPORT

DATE: June 7, 2007

TO: Administration Committee
Regional Council

FROM: Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov

SUBJECT: Amendment to the SCAG Travel Policy and Guidelines (Travel Policy)

EXECUTIVE DIRECTOR'S APPROVAL:

RECOMMENDED ACTION:
Recommend approval to amend, in part, the "Lodging Rates" section of the SCAG Travel Policy effective June 7, 2007, as follows:

From: Section a) Actual up to $84.00, Statewide, plus taxes and surcharges Exception: If there is a SCAG Board function that an employee must attend and the hotel rate exceeds the SCAG allowable rate, the Executive Director can authorize the amount of the lodging that exceeds the SCAG allowable rate to be paid out of the general fund.

To: Section a) Actual up to $84.00, Statewide, plus taxes and surcharges Exception: If an employee may be staying at a hotel where the rate exceeds the SCAG allowable lodging rate, with prior approval requested by the employee, the Executive Director can authorize the amount of the lodging that exceeds the SCAG allowable rate to be paid out of the general fund.

BACKGROUND:
On various occasions, business related meetings, conferences, workshops, or other events may take place at a hotel meeting facility whereby the lodging rate exceeds the current allowable rate. In these instances, it may be more cost effective for SCAG to allow an employee to stay at the hotel where the event is taking place rather than having the employee commute back and forth to the event hotel. Otherwise, employees would have to absorb the difference between the actual cost of lodging and the allowable rate. The Regional Council previously approved the recommended exception for out-of-state travel.

FISCAL IMPACT:
None

Reviewed by:

Chief Financial Officer

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