

Summary of Responses to Report 0909

“Harsh Economic Times Dictate City Travel Practices Be Fine Tuned”

Report 0909 was sent to the Cities of Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Orinda, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, San Ramon and Walnut Creek.

Responses were received from all cities except the cities of Hercules, Oakley, Orinda and San Ramon.

Responses were only required to the Recommendations.

Recommendations and Responses

1. That elected officials be included in travel and expense policies.
 - 100 % has been implemented.
2. That attendees to city-paid conferences and seminars provide proof of attendance and deliver a report when appropriate.
 - 87 % has been implemented.
 - 17 % has been partially implemented.
 - 6 % no changes needed.
3. That all cities, at minimum, follow IRS documentation guidelines for any expenses as an audit control and for budget planning.
 - 100 % has been implemented.
4. That management review and communicate city travel procedures on an annual basis to update and eliminate contradictions.
 - 60 % has been implemented.
 - 33 % will be implemented.
 - 7 % has been partially implemented.
5. That city guidelines promote the use of web sites to obtain the lowest rates available and to leverage government and group rates.
 - 93 % has been implemented.
 - 7 % has not yet been implemented.

**Individual responses to the Recommendations are available on request.
Please contact Janice Cueva at (925) 957-5638.**