

**REVISION HISTORY:  
DIRECTIVE #6 – TRAVEL, MEALS, LODGING AND MISCELLANEOUS AGENCY  
EXPENSES**

Release	Summary of Changes
12/30/16	<ul style="list-style-type: none"> <li>• Emphasizes that Agency Heads and Designees are wholly responsible for the enforcement of reimbursement rules, and are held accountable when those rules are circumvented.</li> <li>• Changes the methodology for providing reimbursements, tying them to national rates instead of spending caps as done in the previous version.</li> <li>• Changes a number of practices governing employee travel.</li> <li>• Emphasizes in multiple sections that agencies must take special precautions to ensure that expenditures are incurred for appropriate agency business needs and that they are in the City's best interest.</li> <li>• Mandates that agencies establish policies to ensure compliance with this Directive.</li> </ul>
10/31/01 (CM #01-02)	<ul style="list-style-type: none"> <li>• Increases the mileage rate for the use of personal vehicles, to 28 cents per mile, with a minimum guarantee of 30 miles, based on the <i>Citywide Contract</i>.</li> <li>• References Federal agencies for per diem lodging rates.</li> <li>• References Federal agencies for meal rates and other meal-related information.</li> <li>• Increases meal allowances for overtime worked, based on the <i>Citywide Contract</i>.</li> </ul>
10/23/96	<ul style="list-style-type: none"> <li>• No longer defines travel as “in-City” or “out-of-City”; meals are no longer reimbursed only for traveling beyond the City limits.</li> <li>• Changes previous rates for lodging and meal reimbursement.</li> <li>• Significantly enhances rules for the use of taxicabs.</li> <li>• Adds rules and controls for foreign travel.</li> <li>• Raises rates for Light Refreshments and Modest Meals to \$3.00 and \$8.00, respectively.</li> <li>• Adds policy direction for the payment of license and accreditation costs in limited situations.</li> </ul>
12/08/93 (CM #94-07)	<ul style="list-style-type: none"> <li>• Changes <i>Commuting</i> text (i.e. “never reimbursable”).</li> <li>• Clarifies Personal Automobile text.</li> <li>• Increases the Overtime Meal Allowance.</li> </ul>
01/25/88	<ul style="list-style-type: none"> <li>• Increases the maximum daily lodging and convention rates.</li> <li>• Increases the overtime meal allowance.</li> <li>• Increases the Light Refreshments and Modest Meal rates.</li> <li>• Provides sample forms.</li> </ul>
Initial Release	<ul style="list-style-type: none"> <li>• Establishes rules that govern expenditures for employee travel, agency provided meals and refreshments, and a variety of other miscellaneous agency expenses.</li> </ul>