
**Subject: USE OF FUNDS BY ELECTED OFFICIALS FOR
TRAVEL RELATED EXPENSES (1999)**

No. 10.2

Date: December 6, 1999

Page: 1 of: 3

PURPOSE:

The purpose of this policy is to formulate standard procedures for attendance of elected officials at conventions, conferences, regional meetings, training programs, and other official travel in which the cost is borne by the City.

SCOPE:

A. Standards of Travel

1. Elected officials are encouraged to attend and participate in national, state, regional, and local conferences and meetings of organizations representing local government, appropriate to the office. The dollar amount appropriated for City Commissioners to attend conferences will be decided on an annual basis through the budget process.
2. All elected officials are required to provide a report on knowledge acquired or information obtained within thirty (30) days of the trip. The report may be delivered orally or in writing at any City Commission meeting.

B. Conduct of Officials during Travel

1. The conduct of elected officials attending conferences or conducting official business out-of town is a reflection of the standard of city government in Kalamazoo. The fact that the City is bearing a major portion of the expense is recognition of the principal that the benefits accrue to the City as well as to the individual.
2. Elected officials will obtain a maximum amount of beneficial training and information and should at all times exhibit conduct that reflects positively on the City.
3. Other individuals may accompany an official on city business *at personal expense* when such plans do not interfere with city business.

C. Advances, Expenses, and Reimbursements for Official Travel

1. Advances-In the use of City funds, elected officials are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Elected officials may receive an advance from the City for estimated out-of-pocket expenses. Unexpended advances must be promptly reported to the City Manager and deposited with the City Treasurer within ten (10) working days after the return of the official.

**Subject: USE OF FUNDS BY ELECTED OFFICIALS FOR
TRAVEL RELATED EXPENSES (1999)**

No. 10.2

Date: December 6, 1999

Page: 2 of: 3

2. Transportation Expenses-The expense of traveling will be allowed on the basis of actual cost. However, transportation expense in excess of the cost of tourist or coach air fare will not be allowed unless justification is given and approval is obtained before leaving on the trip. If travel is by private automobile, to a point less than 500 miles, the official shall be paid at the same mileage rate authorized for general City employees. For distances in excess of 500 miles, the official shall be paid the equivalent of tourist or coach airfare. City funds shall not be used and officials will not be reimbursed for lodging and meals for the extra travel time required when driving out of state. Parking and local transportation expenses shall also be allowed on the basis of actual cost.
3. Hotel Expenses-Only hotel or motel expenses in the convention or conference city metropolitan area will be allowed. The maximum expense for lodging will be the single occupancy room rate per day. Officials shall seek a cash advance or submit a bill for reimbursement to cover hotel expense. Reimbursement will not be made for personal items such as non-business related long distance telephone calls (only one allowed per day), valet service, laundry, entertainment, etc.
4. Registration Fees-Registration fees will be reimbursed on the basis of actual registration charges. When preregistration is required, the fee may be charged to the City providing that approval from the City Manager or designee has been obtained for the trip.
5. Per Diem-Allowance for meals together with all other miscellaneous expenses, including local transportation and parking will be based on the latest available 12 month change in the Consumer Price Index (CPI). Per diem shall be paid on the basis of a statement of time spent out of the City.
6. Statement and Evidence of Travel Expense-Within fifteen (15) working days after the return of the official, all travel expenses shall be itemized on a special form titled "Travel Authorization and Expense Report". This form will be filled out completely, in duplicate, and submitted to the City Manager's Office for processing. All expense account forms shall be filed on an individual basis only. *Receipts for the hotel bill, registration fee and transportation expense shall also accompany the original of the expense account form.*
7. Exceptions-If warranted by unusual circumstances or condition, exceptions to the foregoing standards and rules may be allowed upon the approval of a majority of the City Commission.

**Subject: USE OF FUNDS BY ELECTED OFFICIALS FOR
TRAVEL RELATED EXPENSES (1999)**

No. 10.2

Date: December 6, 1999

Page: 3 of: 3

EFFECTIVE DATE: December 6, 1999

Robert B. Jones, Mayor