



AGENDA

**Baxter City Council Work Session
December 4, 2018
6:45 p.m.**

1. Review Adopted Elected Officials Travel Policy



Elected Official Travel Policy Adopted 02/17/2009

SECTION 1. PURPOSE

The purpose of this policy is to set forth the conditions under which local and out-of-state travel will be reimbursed by the City of Baxter. The City recognizes that its elected official may at times receive value from traveling out of the state and out of the city for workshops, conferences, events and other assignments.

SECTION 2. GENERAL GUIDELINES

- A. Approval.** The event, workshop, conference or assignment must be approved, by motion, in advance by the City Council at an open meeting and must include an estimate of the cost of the travel. When specifically evaluating an out-of-state travel request, the Council will consider the following:
- Whether the elected official will be receiving training on issues relevant to the City or to his or her role as the Mayor or as a Council member;
 - Whether the elected official will be meeting and networking with other elected officials from around the country to exchange ideas on topics of relevance to the City or on the official roles of local elected officials;
 - Whether the elected official will be viewing a city facility or function that is similar in nature to one that is currently operating at, or under consideration by the City where the purpose for the trip is to study the facility or function to bring back ideas for the consideration of the full Council;
 - Whether the elected official has been specifically assigned by the Council to testify on behalf of the city at the United States Congress or to otherwise meet with federal officials on behalf of the City; and
 - Whether the City has sufficient funding available in the budget to pay the cost of the trip.
- B. Political Events Reimbursement Prohibited.** No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.
- C. Out-of-State Member Attendance Limit.** Attendance to the same out-of-state event shall be limited to a maximum of two Council members.

D. Reimbursement. The City may make payments in advance for airfare, lodging and registration if specifically approved by the Council. Otherwise all payments will be made as reimbursements to the elected official. Receipts are required for lodging, airfare, and meals and should accompany an expense report form. The expense report form shall be submitted to the Department of Finance for payment.

The City will reimburse for transportation, lodging, meals, registration, and incidental costs using the same procedures, limitations and guidelines outlined in the city's policy for travel by city employees, including, but not limited to:

- Airfare at the coach rate;
- Mileage at the IRS reimbursement rate. If two or more council members travel together by car, only the driver will receive reimbursement;
- Parking at the actual amount; and
- Lodging and meal costs limited to those which are reasonable and necessary.

The City will not reimburse for alcoholic beverages, personal telephone calls, costs associated with the attendance of a family member, rental of luxury vehicles, meal expenses included in the cost of registration, or recreational expenses such as golf or tennis.

E. Member Status Limitations. Out-of-state and local travel by Council members who have announced their intention to resign, not to seek reelection, or who have been defeated in an election shall be prohibited unless approved by a majority of the City Council in advance of the event. Recognizing the benefit to the City, the City Council may approve training attendance for newly elected officials who have not yet taken office.

F. Report. Council members shall be required to give an oral or written report on the results of an out-of-state or out-of-city trip at the next Council meeting.

G. Exceptions. The City Council shall retain the ability to make exceptions to the Policy with a motion of approval by a majority of the Council.