

# CITY OF WOODLAND

## COUNCIL POLICIES

### CHAPTER 2 – GENERAL GOVERNMENT

#### POLICY 2-2 – TRAVEL AND CONFERENCE POLICY

##### PURPOSE

The City of Woodland recognizes that its elected official and City Staff may at times receive value from traveling for workshops, conferences, events and other assignments. This policy sets forth the conditions under which in-state and out-of-state travel and conferences will be reimbursed by the City.

##### GENERAL GUIDELINES

The event, workshop, conference or assignment must be approved in advance by the City Council for any Councilmember or City staff at an open meeting and must include an estimate of the cost of the travel. A resolution or a detailed motion outlining what exactly is being approved will be adopted.

In evaluating the 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 visit another city for the purpose of establishing a goodwill relationship such as a “sister-city” relationship.
- 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.
- Whether the city has sufficient funding available in the budget to pay the cost of the trip.

No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.

The city may make payments in advance for airfare, lodging and registration if specifically approved by the council. Otherwise, all payments will reimburse for transportation, lodging, meals, conference or meeting registration, and incidental costs as reimbursements to the elected official and City staff, through monthly accounts payable.

Airfare will be reimbursed at the coach rate.

Mileage will be reimbursed at the IRS rate. If two or more council members travel together by car, only the driver will receive reimbursement. The city will reimburse for the cost of renting an automobile if necessary to conduct city business.

Lodging and meal costs are limited to those which are reasonable and necessary.

Receipts are required for lodging, airfare, and meals and should accompany an expense report form. It is not necessary to have receipts for cabs and tips. The expense report form shall be submitted to the City Clerk (or Finance Department) for payment.

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.

#### THE CITY WILL CONSIDER

- Limitations on the number of council members or City Staff who can attend the same event.
- Limitations on paying for council members who have announced their intention to resign, not to seek reelection, or who have been defeated in an election.
- Consideration for travel will be given for newly Elected Officials who have not yet taken office attend training beforehand.
- Requirements for council members to give oral or written reports on the results of the conference and trip at the next Council meeting.
- Requirements for the council members and City Staff to share materials received with the city.
- The ability for the city to make exceptions to the policy.
- Requirements to use the most cost-efficient mode of travel available taking into consideration reasonable time constraints.
- The requirement to use a city car when available.

Adopted 1/29/2009