



Elected Official Out-of-State Travel Policy

Purpose:

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

General Guidelines:

1. The event, workshop, conference or assignment must be approved in advance by the City Council at an open meeting and must include an estimate of the cost of the travel. The motion shall lay out in detail what exactly is being approved. 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.
2. No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.
3. 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.
4. Airfare will be reimbursed at the coach rate.
5. Mileage will be reimbursed at the IRS rate, less .5%. 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.



6. Lodging costs are limited to \$110 per night; (or as approved by the council) and meal costs are limited to amounts actually incurred but shall not exceed \$25 per day, (or as approved by the council).
7. Receipts are required for lodging, airfare, and meals and should accompany an expense report form. The expense form shall be submitted to the city clerk for payment.
8. The city will not reimburse for alcoholic beverages, personal phone 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.
9. The number of council members to attend any event shall be limited to two to avoid a possible open meeting violation.
10. Council Members or Mayor who have indicated they intend on not filing for reelection will be reimbursed as approved by the council.
11. The attendee shall prepare a written report to the council indicating the events of their travel; all materials shall be kept on file by the city clerk.
12. The council may utilize a city vehicle upon the approval of the council.

