

City of Hewitt Elected Officials Out of State Travel Policy

Purpose:

The City of Hewitt recognizes that its elected officials may at times receive value from traveling out of the 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 travel. 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;
 - Whether the elected official has been specifically assigned by 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.
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. The City will reimburse for transportation, lodging, meals, registration and incidental costs as follows:
 - 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 will be limited to those that are reasonable and necessary, as determined by Council when destination is taken into consideration.
 5. Receipts are required for lodging, airfare and meals and should accompany an expense report form. The expense report form shall be submitted to the City Clerk.
 6. 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.

Approval:

Council must approve by resolution any out-of-state travel to be reimbursed by the City, detailing exactly what expenses are to be reimbursed by the City. Council may further detail provisions and/or limitations in order to fulfill the intended purpose(s) of the trip and to protect the best interests of the City.

This policy shall be in effect from the date of acceptance by City Council, City of Hewitt.

Adopted this 8th day of July, 2008 by the City Council of the City of Hewitt.