

REQUEST FOR ACTION

Department Head

Brian R. Bloch
Finance Director

City Council Date

May 18, 2010

Agenda Item

5. C.

Out-of-State Travel Policy.

ACTION REQUESTED

Approve the Out-of-State Travel Policy applicable to Elected Officials and Employees of the City of Delano.

BACKGROUND

Minnesota state statute 471.661 requires that all municipalities establish an out-of-state travel policy for all elected officials of the municipality. The policy must specify:

- When travel outside the state is appropriate;
- Applicable expense limits; and
- Procedures for approval of the travel.

Currently the City has no policy for out-of-state travel. This policy will bring the City in compliance with state statutes.

FUNDING

N/A

ATTACHMENTS

- ✓ Out-of-State Travel Policy