

CITY OF DELANO
OUT-OF-STATE TRAVEL POLICY
MAY 18, 2010

CITY OF DELANO, MINNESOTA OUT-OF-STATE TRAVEL POLICY

SECTION I. PURPOSE

The City of Delano, Minnesota recognizes that its elected official and employees 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.

SECTION II. 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. In evaluating the out-of-state travel request, the Council will consider the following:
 - Whether the elected official or employee will be receiving training on issues relevant to the City or to his or her role as the Mayor, Council Member, or staff.
 - Whether the elected official or employee will be meeting and networking with other people with a municipal background from around the country to exchange ideas on topics of relevance to the City or on the official roles of local elected officials or employees.
 - Whether the elected official or staff will be viewing a 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 or staff 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. In this case the funding for such a visit shall be provided by financial contributions or gifts from private entities or the local Chamber of Commerce. The City should accept the gift by a two-thirds majority, prior to the travel.
 - Whether the elected official or staff 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 Council. Otherwise all payments will be made as reimbursements to the elected official or employee.
4. The City will reimburse for transportation, lodging, meals, registration, and incidental costs following IRS regulations and reimbursement rates for the applicable area of the country.
5. Airfare will be reimbursed at the coach rate.

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6. Mileage will be reimbursed at the IRS rate. If two or more Council Members and/or staff 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.
7. Lodging and meal costs are limited to those which are reasonable and necessary.
8. Receipts are required for lodging, airfare, and meals and should accompany an expense report. It is not necessary to have receipts for cabs and tips. The expense report shall be submitted to the Finance Department for payment.
9. 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.
10. The elected official or employee is required to use the most cost-efficient mode of travel available taking into consideration reasonable time constraints.
11. The City Council reserves the right to make exceptions to the policy.