

City of Clearwater City Employees and Elected Officials Out-of-State Travel Policy

The City of Clearwater 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 city clerk will present a resolution that provides a detailed motion outlining what is approved. In evaluating the out-of-state travel request, the Council will consider the following:
 - Whether the city employee/elected official will be receiving training on the issues relevant to the City or to his or her role as the Mayor or as a council member:
 - Whether the city employee/elected official will be meeting and networking with other city employees and elected officials from around the country to exchange ideas on topics of relevance to the City or on the official roles of local city employees and elected officials.
 - Whether the city employee/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 city employee/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 city employee/elected official has been specifically assigned by the Council to testify on behalf of the City of Clearwater 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 city employee/elected official.
4. The City will reimburse for transportation, lodging, meals, registration, and incidental costs using the same procedures, limitations and guidelines outlined in the city's policy for out-of-state travel by city employees.
5. Airfare will be reimbursed at the coach rate.
6. Mileage will be reimbursed at the IRS rate. If two or more city employees or 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.
7. Lodging costs are limited to the IRS standard rates per night and meal costs are limited to the IRS standard rates per day. (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 form. It is not necessary to have receipts for cabs and tips. The expense report form shall be submitted to the City Clerk 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 on the cost of registration, or recreational expenses such as golf or tennis.

10. Only two city employees and elected officials may attend out-of-state training for the same event at one time.
11. The city employee/elected official are required to submit either a written or oral report on the results of the trip at the next council meeting.
12. The city employee/elected official are required to turn over all materials received from the training to the City. Copies of the material may be made for the city employee/ elected official's files.
13. All out-of-state travel must be the most cost-efficient mode of travel available taking into consideration reasonable time constraints; or if feasible; the city employee/elected official is required to use a City vehicle when available.
14. The City of Clearwater has the right to deny a travel request made by any elected official who has announced their intention to resign, not to seek reelection, or who have been defeated in an election.
15. The City has the right to deny a travel request made by any city employee who has announced their intention to resign their position with the City of Clearwater.
16. The City has the right to make exceptions to the policy.
17. Any and all frequent flyer miles are to accrue to the City unless otherwise stated by the city council.

Note: The State Auditor's Office has taken the position in at least one city that there was no direct authority to expend public funds for the Sister City Program.

Motion to Approve the City Employee and Elected Official Out-of-State Travel Policy

Motion made by: Phelps

Second by: Crandall

Members opposed: None

Members abstained: None

Members in favor: Phelps, Crandall, Scott and Monk

Approved this 19th day of February, 2008

ATTEST:

City Clerk

City Mayor