

Council Policy #CP-5
Adopted 8/31/09 by Resolution 2009-31
Changes adopted 10/10/11 by Resolution 2011-48
Revised 3/21/16 by Resolution 2016-27

SUBJECT: Council policy regarding expenditures for authorized events and travel

POLICY STATEMENT: This policy is intended to formalize guidelines for incurring expenses and the payment of Council expenses for attendance at authorized events and City-related business except for expenses payable from Discretionary Funds as authorized in Council Policy #CP-19.

A. General guidelines

Any reasonable expense, as described in this Council Policy, incurred by the Council including the Mayor for attendance at authorized events and in the conduct of business on behalf of the City shall be paid by the City. In providing payment to Council for expenses incurred for attendance at authorized events and for City-related business and/or conferences, Council members are expected to participate to the greatest extent possible in that event to the benefit of the City.

Travel arrangements may be made by a City staff member designated by the City Manager for Council members only. If a Council member wishes to make his or her own travel arrangements, he or she can do so with the understanding that payment may be had only for the lowest airfare rate available where travel out of state is concerned.

B. Authorized events shall mean those events for training and travel budgeted in the City budget for attendance by members of the City Council which shall not exceed a total of \$7,000 per Council member per calendar year.

C. Authorization of expenses

Except for expenditure of Discretionary Funds which is governed by Council Policy #CP-19, all expenditures of City funds for authorized events and City-related business travel not provided for in the City budget shall require authorization by the City Council effective the 1st day of January, 2015.

D. Advance payments

Advance payment for previously approved trips shall not be paid except for extenuating circumstances approved in advance by the City Manager. The request for travel advances should be made to the City Manager's Office at least one week prior to taking the trip.

E. Payment

Payment shall be made for the travel expenses specified below and incurred by the Council member only. Alternate arrangements for personal use are not payable by the City. Receipts are required for any expense, including mileage, submitted for payment. (A mileage log for purposes of this policy constitutes a receipt.) In order to qualify for payment, a claim for payment of expenses, excluding mileage, must be filed within thirty (30) days of the date it was incurred except for extenuating circumstances approved by the City Manager. Claims for mileage must be filed within the month following the month when such mileage expense was incurred. All claims will be filed on forms provided by the City Manager.

1. **Air travel.** City staff shall use reasonable efforts to locate an economical non-stop coach airfare based on availability.

2. **Bus or rail – instead of air travel.** Payment is limited to cost of equivalent airfare.

3. **Private car – instead of air travel.** Payment is limited to cost of equivalent airfare. Council members are expected to comply with all applicable laws, and vehicles must be insured at all times.

4. **Auto rental.** Rental cars may be procured only if the use of such a vehicle provides the most economical means of transportation available to provide the necessary connections, and to accommodate meeting schedules. Payment is limited to actual cost for City business. Rental usage limited to Council member only.

5. **Parking – garage.** Payment is limited to actual cost.

6. **Private car – in state.** Payment is limited to calculation of mileage at current rate set by the Internal Revenue Service. A mileage log shall be used as proof of mileage.

7. **Taxi or shuttle.** Payment is limited to actual cost for travel to and from conference events and on City business only. Payment of a gratuity for a taxi shall not exceed 15% of the taxi fare.

8. **Lodging.** Payment is limited to actual reasonable occupancy rate for Council member for the minimum number of nights required to attend a City function. Reservations at hotels or motels are to be made well in advance of the conference or meeting dates. If attending a formal conference, lodging will normally be at the conference or headquarters, or hotel or comparable facility nearby. Payment of a gratuity for maid service shall not exceed \$2.00 per day.

9. **Meals – related to conventions, training, conferences and seminars.** Payment is limited to per diem based on federal guidelines. The per diem amount includes meal gratuities. For any meal paid for by others, the per diem paid to the Council member for such

meal shall be reimbursed by the Council member to the City. Payment of a meal gratuity for service shall not exceed 20% of the cost of the meal.

10. **Registration fees.** Payment is limited to the actual cost for the Council member only.

11. **Business meals.** Payment is limited to the reasonable cost to conduct City business at a business meeting at breakfast, lunch or dinner for promoting or benefiting the City. Payment includes reasonable gratuity not to exceed 20% of the cost of the meal unless there is a specific restaurant gratuity charge. Information required for payment shall include the name of the individual(s) present for the meeting and the nature or purpose of meeting. Meals with constituents are not payable by the City. The cost of alcoholic beverages will not be paid by the City.

12. **Other regularly scheduled meetings, banquets, ceremonial events, etc.** Payment shall be made for the actual cost for attendance by a Council member at (1) regularly scheduled dinner meetings budgeted in the City budget or authorized by the City Council; (2) awards or recognition banquets for boards and commissions on which the City has representation; (3) ceremonial events at which a Council member is authorized by City Council to represent the City; and (4) other meetings as authorized by the City Council where a Council member is required to attend to represent the City. Payment for costs incurred by a spouse or companion of a Council member attending an event authorized in this Council Policy with a Council member shall only be made for events in the Denver metropolitan area. The cost of alcoholic beverages will not be reimbursed.

Examples of awards or recognition banquets, ceremonial events or other meetings in this paragraph may include, but are not limited to: Metro North Chamber Banquet, DRCOG awards banquet, and ADCOG July and December meetings. Specific fund-raising events as designated by Council are also allowed.

In the event a Council member responds to an invitation to a function or activity paid for by the City that he/she will attend and then fails to do so without giving the City Manager's office reasonable opportunity to fill the vacancy, the cost will be charged personally to the absent Council member and the proceeds deposited into the general fund except in the event of extenuating circumstances approved by the City Manager.

13. **City-issued purchasing cards.** Only the Mayor, if requested by the Mayor, shall be issued a City purchase card in accordance with the City's employee purchasing card policy. Use of the card is restricted to City business.

14. **Prohibition of use of funds for campaign purposes.** In no event shall any City funds be expended for campaign purposes which would violate the Fair Campaign Practices Act or for attendance at a partisan political event.