

CITY OF KIMBALL
MUNICIPAL POLICY NUMBER 03-2010
OUT OF STATE TRAVEL POLICY

DATE COUNCIL APPROVED: July 6, 2010

I. Authority

This policy covers the City of Kimball's (hereinafter, City) elected officials, appointed officials and City employees.

II. Purpose

Chapter 156 of the 2005 Omnibus state government finance bill, Section 38 requires the City to develop policies that regulate travel by local elected officials, appointed officials and City employees outside the state. This policy sets forth the conditions under which out-of-state travel will be reimbursed by the City.

III. 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. Approval must be accomplished by a detailed motion outlining what exactly is being approved. In evaluating the out-of-state travel request, the Council will consider the following:
 - Whether the elected official, appointed official or City employee will be receiving training on issues relevant to the city or to his or her role as Mayor, council member, appointed official or City employee;
 - Whether the elected official, appointed official or City employee will be meeting and networking with other elected officials, appointed officials or City employees from around the country to exchange ideas on topics of relevance to the City or on the official roles of local elected officials, appointed officials or City employees.
 - Whether the elected official, appointed official or City employee will be viewing a city facility or function that is similar in nature to one they are 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, appointed official or City employee has been specifically assigned by the Council to visit another city for the purpose of promoting economic development and/or tourism.
 - Whether the elected official, appointed official or City employee 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 the Council. Otherwise all payments will be made as reimbursements to the elected official, appointed official or City employee.

4. The City will reimburse for transportation, lodging, meals, registration and incidental costs as pre-approved.
5. Airfare will be reimbursed at the coach rate. Elected officials, appointed officials or City employees traveling under this policy must use the most cost-efficient mode of travel available taking into consideration reasonable time constraints.
6. Mileage will be reimbursed at the IRS rate. If two or more elected officials, appointed officials or City employees 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 form. The expense report form shall be submitted to the City Clerk/Treasurer 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 or recreational expenses such as golf or tennis.
10. The City will not pay for Council Members who have been defeated in an election.
11. Elected officials, appointed officials and City employees who travel out of state pursuant to this policy must give a written report on the results of the trip at the next Council meeting.
12. Elected officials, appointed officials and City employees who travel out of state for training must turn over training materials to the City either after the training is completed or upon the elected or appointed official is longer serving as an elected or appointed official for the City or the City employee is no longer employed with the City.

IV. Approval of Policy

This policy shall be formally approved and adopted by the City Council.