

POLICY TITLE ADVISORY BODY MEMBERS' TRAVEL, MEETING AND
CONFERENCE EXPENSES

POLICY STATEMENT:

1. Each spring advisory bodies will submit all travel and conference requests (along with a corresponding budget) to the department head for inclusion in the department's budget for the next fiscal year, which is approved by the City Council. Advisory body members will be reimbursed for their actual expenses for official travel when conference requests have been approved in the budget and itemized expense reports are approved by the department head. (Official expenses are for reasonable services and/or materials while on city business and should not include items normally construed as personal expenses.)
2. Reimbursement will be provided in accordance with APO I-34 .
3. Approval to attend meetings or conferences requires the same procedures as set forth in APO I-34 for city employees.

AUTHORIZATION: Council Policy Manual Update of November 17, 1998

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