

TRAVEL POLICY FOR COUNCIL MEMBERS

(As Amended June 25, 2012)

It is the policy of the City of Elizabeth City to reimburse City Council members traveling on authorized City business for all legitimate expenses incurred as a result of the travel authorized in this procedure. Individuals traveling on official business are expected to exercise care in incurring expenses to minimize the cost to the City. A City Council member traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this standard. Council members will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience.

During the City's annual budget process, a pool of funds shall be appropriated for City Council travel with the Mayor receiving 20% of the total amount and each Councilor receiving 10% of the total budgeted travel funds.

Travel Authorization Request

The Travel Authorization Request for all trips exceeding an estimated \$200, which are not approved during the annual budget process, will be approved by City Council ten (10) days prior to the travel.

Travel advances, subject to appropriate approval authorization for all travel estimated to exceed \$200 in out-of-pocket expenses, will be made by the Finance Department not more than ten (10) days prior to commencement of travel. Travel Authorization Requests must be submitted to the Finance Department in sufficient time to permit the processing of the request through its routine check issuing procedures.

1. Council members will use private vehicles for travel unless they are traveling with the City Manager or a department head in a city vehicle.
2. Council members will follow current City Employee Policy with regard to mileage, meals and motel/hotel costs.
3. Council members who agree to attend functions that require advance fees paid by the city will repay those fees if they are unable to attend and do not give the appropriate notice to the City Manager's office.

Monthly Report

A report of travel expenses for the Mayor and Councilors shall be prepared and distributed on a monthly basis to each member of the Council and posted on the City's website.