



ELECTED OFFICIAL OUT-OF-STATE TRAVEL POLICY

Purpose:

The City of Saint Anthony Village recognizes that its elected officials may at times receive value from traveling out of the 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. This policy will be reviewed annually by City Council.

General Guidelines:

1. The event, workshop, conference or assignment must be approved in advance by detailed motion of the City Council at an open meeting and must include an estimate of the cost of the travel. In evaluating the Out-of-State Travel request, the Council will consider the following:
 - Whether the elected official will be receiving training on issues relevant to the City or to his/her role as the Mayor or Councilmember;
 - Whether the elected official will be meeting and networking with other elected officials from around the country to exchange ideas on topics of relevance to the City and/or official roles of local elected officials;
 - Whether the 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 consideration of the full Council;
 - Whether the elected official has been specifically assigned by the City Council to visit another city for the purpose of establishing a goodwill relationship such as a "Sister-City" relationship;

- Whether the elected official has been specifically assigned by the City 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 reimbursement 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 City Council. Otherwise all payments will be made as reimbursements to the 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 as outlined in the City Expenditure Policy of the City of Saint Anthony Village Employee Resource Guide.

Provisions:

- Limitations on paying for Councilmembers who have announced their intention to resign, not to seek re-election, or who have been defeated in an election (however, there may be some benefit to the City in having newly elected officials who have not yet taken office attend training beforehand);
- Requirements for Councilmembers to give oral or written reports on the results of the trip at the next Council meeting;
- The ability for the city to make exceptions to the policy;
- The requirement that all frequent flyer miles to accrue to the city;
- Requirements to use the most cost-efficient mode of travel available taking into consideration reasonable time constraints.