Version 1

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLLEGE, STATION, TEXAS, ADOPTING A TRAVEL AND REIMBURSEMENT POLICY FOR ELECTED OFFICIALS, AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the College Station City Council in fulfilling their duties for the citizens of College Station may travel for professional development, legislative, any other performance of official duties, or economic development purposes; and,

WHEREAS, the College Station City Council shall serve without pay or compensation; provided, however, they shall be entitled to all necessary expenses incurred in the performance of their official duties; and,

WHEREAS, the College Station City Council desires to establish travel and reimbursement procedures to guide the Mayor and Council members on expenditures incurred within and outside Brazos County; now, therefore,

BE IT RESOLVED by the City Council of the City of College Station, Texas:

Part 1. That this policy shall be consistent with City administrative travel related policies in the City of College Station Administrative Policies and Procedures Handbook.

Part 2: That the City Council approves the attached travel policy, "Attachment A".

Part 3: That this resolution shall take effect immediately from and after its passage.

ADOPTED this _____ day of _____, A.D. 2002.

ATTEST:

_____
CONNIE HOOKS, City Secretary

APPROVED:

_____
RON SILVIA, Mayor

APPROVED:

_____
City Attorney

"Attachment A" Version 1

CITY OF COLLEGE STATION
CITY COUNCIL TRAVEL POLICY

Purpose

The purpose of this internal control policy is to establish uniform procedures that shall apply to all related expenditures for professional development, legislative, and other necessary expenses incurred by members of the College Station City Council while performing their official duties.

This policy shall be consistent with the City policies defined in the City of College Station Administrative Policies and Procedures Handbook. In addition to these policies, the City Charter § Section 20 provides that members of the City Council shall serve without pay or compensation; provided, however, they shall be entitled to all necessary expenses incurred in the performance of their official duties.

General Procedures

The City Manager will allocate general fund monies annually during the budget process for professional development and City business-related travel and reimbursable expenses for the Mayor and Council members.

Travel Reimbursement Procedures

a. Lodging

The City will pay lodging expenses at the single occupancy rate including applicable taxes. A City Council member traveling with a spouse or guest will pay any additional charges for double occupancy. The City will pay room charges only; additional expenses such as movies or room service are considered personal expenses and are to be paid for by the Council member. Only business phone calls will be paid for by the City. A detailed billing of hotel expenses must be attached with the "travel expense report form" as documentation of City credit card use.

b. Transportation

The City will pay all reasonable and necessary transportation costs incurred for required travel relating to the performance of official duties or professional development. Air travel will be paid for at the commercial coach fare rate only. Use of ground transportation, such as taxis or parking is reimbursable.

Note: Most airlines allow discounted fares if the passenger stays over a Saturday night. The city will pay for lodging and meals for the extra day(s) provided that the costs do not exceed the savings on the airfare.

c. Personal Vehicles

Travel in a personal vehicle will be reimbursed at the current IRS rate per mile for business-related meetings and conferences outside Brazos County. **No mileage will be reimbursed for travel within Brazos County.**

d. Meals

Meals purchased within the City of College Station and the immediate surrounding area shall be paid for by the City if the purpose of the expense is clearly in the best interest of the city. Council members may use the City procurement card. If a personal credit card or cash is used instead, a Council member shall be reimbursed in accordance with the current meal reimbursement rates. This includes, but is not limited to meetings with local, state or federal officials, dignitaries, business representatives, or for recognition functions at local organizations of which the City is a member. The business purpose must be noted on the receipt.

Meal	Allowance
Breakfast	$12.00
Lunch	$15.00
Dinner	$25.00

e. Reporting

Each Council member shall submit receipts for all expenses related to city business to the City Secretary's office for processing of appropriate travel related forms.

Purchasing Card

Upon taking the elected official's oath of office and attendance at orientation, a newly elected official will be provided a City procurement card. All credit cards are the property of the City of College Station and are used for authorized purposes only. All expenditures on credit cards must be reported to the City Secretary's office within five (5) days after the purchase is made. It is at the discretion of the Council member to retain the card at all times or the City shall maintain in a safe and secure location until needed.

A lost, stolen, or misplaced card should be immediately reported to the credit card company as well as the City Secretary's office, 764-3541.

Version 1

Approval Process

The Mayor or Mayor Pro Tem shall review and consider any transaction necessary for City related business activities by any Council member. These officials will be responsible for signing the necessary documentation that such expenditures were made in accordance with this policy.

Travel expenses for spouse or guest accompanying Council members to conferences or meetings shall be paid for by the Council member.

Miscellaneous

Council members shall notify the City Secretary's office as far in advance as possible to provide greatest flexibility in obtaining advantageous airfares and lodging rates. In the event a Council member is unable to attend a scheduled trip, they should notify the City Secretary's office as soon as possible to ensure that notification can be made to airlines or hotels for reimbursement of deposits in a timely manner and additional costs are not incurred. A Council member may be responsible for costs incurred to the City if cancellation is not due to an emergency.

APPROVED this _____ day of_____, 2002.

APPROVED:

_____

Mayor Ron Silvia

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