

COUNCIL POLICY

SUBJECT: TRAVEL BY CITY PERSONNEL

POLICY NO.: 000-08

EFFECTIVE DATE: October 6, 1981

PURPOSE:

To establish a policy on City Council Review and approval of travel by City personnel.

POLICY:

1. It is the policy of the City that travel by City personnel shall in all cases be limited to City business, or conferences and meetings from which the City will derive a specific benefit through the attendance of a representative.
2. Known requests for travel shall be included in the annual budget. Such requests shall be subject to Council review and approval in the same manner as other proposed programs and activities. The City Manager or appropriate authority for non-managerial departments is authorized to make substitutions in destinations.
3. Unscheduled travel shall be subject to availability of funds and approval by the City Manager or appropriate authority for non-managerial departments.

HISTORY:

Adopted by Resolution R-178998 02/18/1964

Amended by Resolution R-222328 12/04/1978

Amended by Resolution R-255155 10/06/1981