

ITEMS FOR CONSIDERATION

CITY COUNCIL
JUNE 22, 2004

To: Mayor and City Council

From: George J. Rodericks, City Manager

**SUBJECT: MODIFICATION TO ADMINISTRATIVE POLICY MANUAL
DEFINITION OF OUT-OF-TOWN TRAVEL**

BACKGROUND

Section III.D of the Finance Policy incorporated into the City's Administrative Policy Manual provides the procedures for reimbursement of actual and necessary expenses incurred in the performance of official duties.

Authorization to incur travel and meeting expenses by staff not specifically listed in the Budget detail requires specific City Council approval. For annual conferences and meetings such as League Meetings or Departmental Meetings, the detail in the Budget provides authorization to incur the expenses. Overnight stays for out-of-town travel is not defined as part of the policy and is incurred on a reasonable and customary basis.

A member of the City Council has requested discussion of the following:

Add to the City's policies a definition of "Out of Town" Travel as travel that exceeds a distance of 50 miles from the City of Villa Park. Incorporate a policy that overnight stays for travel that does not fall under the definition of "Out of Town" travel shall not be specifically authorized without prior City Council approval.

To incorporate such a policy, the following is offered as a modification:

"Section III.D – Accounts Payable

I – General POLICY

- F. Out of town travel shall be defined as one-way travel exceeding a distance of 50 miles from the City of Villa Park. Overnight stays for out-of-town travel may be authorized by approval of the City Budget or by specific City Council approval. Overnight stays for travel that does not qualify as out-of-town travel shall not be specifically authorized by the City Budget, but shall require separate prior City Council approval."

FISCAL IMPACT

None.

RECOMMENDATION

Review and Discuss.