

City Council Travel Review/Approval Process

Review and Approval Process	
1	The City Secretary's office receives travel requests via direction from the City Manager.
2	Research is conducted on the flight, hotel, registration, and transportation needs for the event to obtain the approximate total cost.
3	An email is sent to the Travel Review Committee for approval consideration.
4	The travel request is considered approved when emails from the Travel Review Committee stating their approval are received or when a majority of the Committee (two members) agrees.
Internal Preparations	
5	Upon approval, reservations are made for hotel, lodging, registration, and transportation if needed.
6	An Itinerary is prepared for the Councilmember traveling along with the associated confirmations.
7	The City Secretary's office prepares an internal Travel Request form to be submitted to the Finance Department. This form outlines all expenditures related to hotel, transportation, and per diem for items not covered by the conference or event.
8	A check is prepared, if needed, for any per diem one week prior to travel.
9	Upon the Councilmember's return, if receipts are submitted for unaccounted-for expenditures, a travel diary will be prepared and submitted to the Travel Review Committee for approval consideration.