

**City Council, City Manager and City Judge(s)  
Travel Policy - General**

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**Purpose**

To define the policy and procedure for travel and other authorized expenses incurred while on city business.

**Local Meetings**

Any City Councilmember, Mayor, City Judge, or the City Manager may attend any local meeting dealing with any matter directly affecting the City; or any meeting of an organization of which the City is a member. Local meetings shall be defined as those meetings held in Collin, Dallas, Denton, and Tarrant counties.

**Expenses for Local Meetings**

Expenses for local meetings shall be reimbursed by the City. Travel by personal vehicle for approved local meetings shall be reimbursed at the current IRS maximum rate plus toll and parking fees. Claims for reimbursement should itemize dates, trips, miles, and rate per mile.

**Out-of-Town Meetings**

Any City Councilmember, Mayor, City Judge, or the City Manager may attend out-of-town meetings concerning City business, pertaining to certification or education, or to the benefit of the City as long as there are funds available in the budget for this purpose.

**Out-of-Town Expenses**

Air travel is to be Coach Class when available. Travel insurance is not reimbursable. Ground transportation costs will be reimbursed. Lodging costs will be reimbursed for the day(s) of the meeting, for the day preceding and the day following the meeting. Meal expenses will be reimbursed; however, meal expenses for the City Manager and City Judge(s) will be reimbursed according to the City's Travel Policy for employees, which is per diem based.

Spouse(s) expenses will be reimbursed for one trip during any fiscal year (defined as the period from October 1 through September 30), with the exception of travel for the City Judge(s) who will not be reimbursed for spouse(s) expenses.

**Advances**

Advances will be made only in the form of airline tickets, hotel deposits and advance registration fees.

## **Reimbursements**

All requests for reimbursement shall be made on forms approved by the City Council. Requests shall be submitted to the Finance Department for verification of mathematical calculations. Requests shall then be reviewed and approved by a Travel Expense Review Committee appointed by the City Council.

Requests for reimbursement for any local meeting expense shall be submitted within twenty-one (21) days of the actual expenditure(s). Requests for reimbursement for out-of-town travel shall be submitted within twenty-one (21) days of the end of the trip.

## **Reports**

The City Manager shall submit a quarterly report to the City Council. The report shall contain the year-to-date travel and other authorized expenses for each member of the City Council. The report shall contain the year-to-date total travel and other authorized expenses for all Councilmember's and the amount budgeted for the year.