



City Council Travel Expense Policy Review and Process

Study Session Meeting | May 6, 2025

Requested By: Deputy Mayor Pro Tem Richard Jackson



City Council Travel Expense Policy Review and Process

Background/ Suggested Amendments

- 1** Updated City Council Travel Policy was approved in January 2025.
- 2** Updated policy closely mirrors the City's Travel Policy.
- 3** Suggested amendment to the Policy includes exempting any travel related to legislative items.

Travel Review/Approval Process



The City Secretary's office receives travel requests via direction from the City Manager.



Research is conducted on the flight, hotel, registration, and transportation needs for the event to obtain the approximate total cost.



An email is sent to the Travel Review Committee for approval consideration.



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.

Questions or Direction



FARMERS BRANCH
TEXAS