

CITY OF LITTLETON
CITY COUNCIL
TRAVEL REIMBURSEMENT POLICY

I. EXPENSE GUIDELINES

A. Attendance by Council Members. City Council encourages the attendance of its members at conferences which will serve to enhance directly a member's knowledge and ability to carry out his or her responsibility in governing the City.

B. Expenses Eligible for Reimbursement. Council members may be reimbursed for the following expenses incurred in attending conferences:

1. Travel. Actual air and land travel costs, including taxis and associated tips. Air travel reimbursement is for coach class only.

a. Allowable costs for air travel shall be calculated by using the shortest and most direct route with the least number of en-route stops. All air travel shall be booked as far in advance as possible, so as to receive the lowest fares possible except where the lowest fare is for an overnight flight, which may be chosen by the individual but is not required. Council members shall use government and group rates for travel offered in conjunction with the event when available.

2. Registration. Actual conference fees excluding optional entertainment.

3. Lodging. Actual lodging costs, including taxes, gratuities and associated mandatory assessments. This may include lodging costs for the night before and the night of the last day of the conference. Inclement weather or other emergency may extend the period of time eligible for reimbursement.

a. Local Accommodations

Except where necessary and where approved in advance by the Council, when possible, at a publicly noticed meeting, the Council members will not be reimbursed for hotel expenditures incurred for events occurring within a 50 mile radius of Littleton except where the event begins before 8 a.m. or ends after 10 p.m. In the event reimbursement is warranted, such reimbursement shall be only for the reasonable rate of said accommodations as set forth below.

b. Non-Local Accommodations

All Council members traveling outside the fifty (50) mile radius of Littleton shall be reimbursed the reasonable cost of the lodging.

c. Reasonable Rates for Lodging

Where the lodging is in connection with a conference or other organized educational activity, reimbursable lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, providing that lodging at the group rate is available at the time of booking. If the group rate is not available, the Council member shall be entitled to reimbursement for actual costs of lodging that is comparable in location and quality.

4. Meals. City Council members shall be entitled to reimbursement for meals and associated gratuities in an amount equivalent to the per diem rate provided to City employees. Alcohol and bar expenses shall not be compensated without prior approval by the City Council.

Where Council members are attending a conference or other organized educational activity, and a meal or meals are provided as part of the activity, Council members shall not be reimbursed for any separate meal unless dietary needs require that the Council member purchase a different meal and/or city-related business necessitates that the Council member miss the hosted meal.

5. Mileage to In-State Conferences. Reimbursement at the city mileage rate at the time of travel.

a. If a personal vehicle is used for travel, reimbursement shall be based on the lesser of the following two costs:

- (i) The least cost round-trip air travel available, or
- (ii) The allowable per mile cost, as defined in the Internal Revenue Code (with annual adjustments in the Internal Revenue Code), from Littleton.

C. Other Expenses Eligible for Reimbursement.

1. Council members may be reimbursed up to \$500 annually for discretionary community outreach efforts such as, but not limited to, community mailings and postage. Council members are responsible for understanding the Colorado Fair Campaign Practices Act (FCPA) and agree that city funds cannot be used to campaign for or against any candidate or ballot question. If in doubt about the eligibility of any expenditure, council members should consult the city attorney.
2. Reimbursement request must be submitted on an employee reimbursement form along with receipts for the expense by the end of the month following the expense.