

RESOLUTION 2010 -24

RESOLUTION APPROVING CITY COUNCIL TRAVEL POLICY

WHEREAS, the complete and full discharge of the duties and responsibilities of the office of City Council member will sometimes require travel outside the City of Sturgis; and

WHEREAS, the Sturgis City Council has adopted a Policy establishing guidelines for official travel expense reimbursement to City employees, to ensure the responsible expenditure of City funds; and

WHEREAS it appears in the best interests of the citizens of Sturgis that the Council have similar guidelines;

NOW THEREFORE, BE IT RESOLVED that the City Council for the City of Sturgis will hereby adopt a Council Travel Policy to regulate travel cost reimbursement to Council members on official business, as follows:

The following regulations will explain travel cost reimbursement for expenses incurred by Council members while on official business travel for the City.

Advance approval of travel for any one Council member is required by a simple majority of the full Council.

Council members will submit a travel request to the Mayor. A copy of the program must accompany the travel request. The Mayor will review the travel request and may approve expenses up to \$100.00 and place other requests on the Council agenda.

No Travel and Training expenditure that exceeds the Mayor and Council's budgeted Travel and Training line item may be made without prior approval of the Council. All travel will be by the most economical method.

The Mayor shall report to City Council leadership any travel which requires the Mayor to incur expenses for it in excess of \$750.

Claim requirements and expense reimbursements are governed in accordance with the City Purchasing Policy. Expenses must be accompanied by a completed travel voucher and brief description of the travel. Receipts are required for lodging, registration, rented cars and other incidental expenses charged. If a travel expense has found to be disallowed by the City Purchasing Policy as administered by the Finance Office, the Council member may appeal to the City Council and the Council shall make the final determination.

Dated this 6th day of July, 2010.

CITY OF STURGIS

Mayor Maury LaRue

ATTEST:

Fay Bueno
City Finance Officer