



FINANCE MEMORANDUM
#12-03

DATE: January 12, 2012

TO: Honorable Mayor Joyce Downing and City Council Members

FROM: Bill Simmons, City Manager 
Shawn Cordsen, Director of Finance 

SUBJECT: CR-5 - Council Travel Policy

BACKGROUND:

The Council Travel Policy was established to address the elements and practices involved in the payment of expenditures incurred while conducting city business. The policy was last updated in late 2010. While recently developing a set of city-wide purchasing policies, the Finance Committee identified a series of general provisions/restrictions which do not appear in the Council Travel Policy.

UPDATE:

After conducting a thorough review of the policies, the Finance Committee has proposed several additions to the Council Travel Policy. A revised version of the policy, as discussed at the January 5th study session, is included for review and comment.

The Finance Committee is seeking input and discussion from Council, and ultimately the adoption of the revised policy.

PROS/CONS:

The revisions as proposed recognize the general provisions and restrictions regarding the spending of public funds.

The proposed policies do not result in a budgetary impact.

STAFF REFERENCE:

Contact Shawn Cordsen at scordsen@northglenn.org or at 303-450-8719.

SPONSORED BY: COUNCIL MEMBERS BROWN, CLYNE & WIENEKE

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-5
Series of 2012

Series of 2012

A RESOLUTION ADOPTING A COUNCIL TRAVEL POLICY FOR THE CITY OF NORTHGLENN, COLORADO

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The revised Travel Policy, attached hereto as Exhibit A, is hereby adopted by the City Council of the City of Northglenn, Colorado. All previous travel policies adopted by resolution or otherwise are hereby repealed.

DATED, at Northglenn, Colorado, this _____ day of _____ 2012.

JOYCE DOWNING
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

**CITY OF NORTHGLENN
COUNCIL TRAVEL POLICY**
Revised 11/2011

Funds for Council travel are budgeted annually with equal amounts allotted to each member. If any individual councilmember exceeds the budgeted amount, a request may be made to Council for additional funds.

Purpose:

The purpose of this regulation is to establish a policy concerning the payment of expenses incurred while conducting City business. This policy is based on the IRS Rules for the Accountable Employee Reimbursement Plan* which has three (3) requirements:

- Business purpose for expense
- Employee substantiates or is deemed to have substantiated the expenses
- Employee required to return all amounts in excess of substantiated expenses

If any one of these requirements is not met, the Plan is non-accountable and advances or reimbursements are listed on the W-2 form as income.

*Accountable Plan: Expense reimbursements are not included in wages. Expenses are not deductible on personal income tax return.

CITY OF NORTHGLENN

Council Training and Travel Policy

A. Meetings and Seminars

All Council members shall be eligible for attendance at in-state and out-of-state meetings and seminars. The Mayor and Council are reimbursed for expenses incurred as a result of City business, training, or travel. Expenses that will be paid or reimbursed include conference registration (including a guest registration), associated supplies and materials, a councilperson's transportation (coach-fare), hotel accommodations, parking, meals, telephone calls and gratuities. It will be the councilmember's responsibility to justify the business purpose of the trip. Council members will have a designated budget amount for training and travel each year. Should a Councilmember find a need to exceed his/her designated budget, they will submit to Council a resolution with a request for additional funds. If training and travel funds are not used, the amount shall go back into the General Fund. In the event that a spouse or guest is normally invited to attend a function, the City will reimburse for those costs, excluding the spouse's or guest's travel costs. A function is defined as any event to which the councilmember and a guest or spouse are invited to attend such as recognition events, awards events and banquets, for example the North Metro Chamber of Commerce Awards Banquet.

B. Advances

Advances may be requested not later than five days prior to travel departure and shall not exceed \$75 per day. Any advance in excess of substantiated expenses must be returned within 14 days of travel.

C. Expense Substantiation

Everyone must turn in an expense report. Upon submittal of an expense report expenses not paid directly by the City shall be reimbursed, less an expense advance, based on either actual expenses or the Federal meals and

incidental (M&IE) per diem rate. However, for each meeting or seminar the Councilmember must choose to be reimbursed for either actual meals or to be reimbursed based on the Federal M&IE per diem rate. A councilmember cannot choose a different method for each day of the seminar. The expense report must be filed and submitted to the Mayor or his designate for review within 14 days of travel. The Mayor shall submit expense reports to Mayor Pro-Tem.

Actual expense substantiation:

Itemized receipts are submitted for all business-related expenses unless the per-diem allowance option is used.

Hotel/Motel:

Receipts are required within 14 days of travel and subject to the guidelines set forth by the Finance Department.

Per-diem allowances (Meals and Incidentals only):

City will never reimburse above the current Federal M&IE per-diem rate without itemized receipts.

Council members may obtain the actual per diem schedule from Finance Department.

Receipts are required for all other expenses besides meals and incidentals.

Any reimbursement requests must be submitted within 14 days of travel.

D. Credit Card

A City purchasing/credit card shall be available for use by any Councilmember upon request and approval of City Council. Expenses charged to the City purchasing/credit card are limited to business related expenses and must follow the guidelines of the City of Northglenn's Purchasing Card User's Guide Manual. Itemized receipts and signed purchasing/credit card statements are to be submitted for payment approval as soon as possible but no later than 14 days following the

receipt of the statement from the Finance department. If conference registration includes costs for other events not eligible for reimbursement by the City, payment must be included with the registration prior to the charge to the purchasing/credit card.

E. Transportation by Personal Vehicle

For destinations located more than 35 miles away from City Hall, travel using a personal vehicle in lieu of other means of transportation is reimbursable at the City's current mileage rate, plus the itemized expenses or per-diem allowances for meals and incidentals. The mileage per diem reimbursement request must be filed and submitted to the Mayor or his designate no later than 14 days of travel or reimbursement is forfeit.

Rental cars are allowable during out of town conferences at City expense, provided the cars are used for business purposes only.

F. General Provision/Restrictions

No personal purchases shall be made using the City's funds.

Alcohol shall not be purchased with City funds.

As a matter of policy, when a product not subject to competitive bidding is available within the City with comparable price, specification, quantity, and quality, the purchase shall be made from local sources.

Sales tax is not to be charged on any purchase. The City's tax-exempt number should be given to the vendor before the sale is completed. Information on the City's tax-exempt status can be acquired from the Finance Department.