

# **ELECTED OFFICIAL OUT-OF-STATE TRAVEL POLICY**

Adopted by the Saint Paul City Council March 1, 2006  
Council Resolution: 06-172

Purpose: The City of Saint Paul recognizes that there needs to be public purpose for City paid travel outside the State by its elected officials for attendance at workshops, conferences, events, and other assignments. This policy sets forth the conditions under which out-of-state travel will be paid for by the City.

## General Guidelines:

1. When the event, workshop, conference or assignment is submitted for approval, an estimate must be included of the travel cost. In the case of the Mayor, approval shall be handled by the Chief of Staff; and, the Director of Council Operations shall handle approval for the City Council. Approval is to be obtained in advance of travel and, for an unusual circumstance, approval may be obtained after travel has occurred. In evaluating the travel request, the following will be considered:
  - Whether the elected official will be receiving training on issues relevant to the city or to his or her role as an elected official.
  - Whether the elected official will be meeting and networking with other elected officials from around the country to exchange ideas on topics of relevance to the City or on the official roles of local elected officials.
  - Whether the elected official will be viewing a city facility or function that is similar in nature to one that is currently operating at, or under consideration by the City where the purpose for the trip is to study the facility or function to bring back ideas for consideration by the City.
  - Whether the elected official has been specifically assigned to visit another city for the purpose of establishing a goodwill relationship such as a “sister-city” relationship.
  - Whether the city has sufficient funding available in the budget to pay the cost of the trip.
2. No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.
3. The City Council reserves the right to approve out-of-state travel requests for elected officials on a case-by-case basis when warranted by special conditions. This review will take place at a City Council meeting.
4. The City may make payments in advance for airfare, lodging and registration.
5. The City will reimburse for transportation, lodging, meals, registration, and incidental costs using the same procedures, limitations and guidelines outlined in the city’s policy for out-of-state travel by city employees.