

\$5,000 Travel & Conference Account ¹

This account is to be used by a Common Council member for attendance at League of Wisconsin Municipalities (LWM) or National League of Cities (NLC) conferences.

- **The Council member must submit an application to the CCOC for funds from the \$5,000 Travel & Conference Account.**
- **Funds are to be used for expenses associated with LWM or NLC travel and conference activities.**
- **An application must be submitted by the Council member, reviewed and approved by the CCOC prior to funds being expended for travel or conference fees.**

Any Council member using these funds to attend a conference will provide a report on the conference to the Common Council Organizational Committee upon return. The Council member is also requested to share any information brought back from the conference with other interested Council members.

When a Council member files a Notice of Non-Candidacy no out-of-town conferences or educational expenses will be authorized. If such expenses are approved prior to a decision not to run being made and prior to the actual occasion, the Council member will withdraw from the conference or educational event.

Trip Settlement Form

An itemized a Trip Settlement Sheet signed by the Council member and approved by the Council President must be submitted within 10 working days after the conference.

Trip Settlement form: <http://www.cityofmadison.com/finance/Forms/TripSettlement20110101.xls>

If this form is not received within 10 working days, the trip will be considered settled and any advance will be deducted from your next paycheck. Receipts or evidences of the payment of such expenditures must be submitted with the Trip Settlement Sheet. The ordinance stipulates, "unless such statements are filed and unless such evidence of expenditures or receipts are furnished, no reimbursement or payment of City funds for such expenditures will be made".

Administrative Procedure Memorandum 1-5, Policy Regarding Travel at City Expense contains detailed explanations of City policy concerning the expenditure of public monies for these purposes. Common Council staff will assist you in completing the necessary forms.

APM 1-5: <http://www.cityofmadison.com/mayor/apm/1-5.pdf>

Appendix: <http://www.cityofmadison.com/finance/forms/APM1-5TravelApp.pdf>

¹ Policy adopted by CCOC February 7, 2012. The 2012 Adopted Operating Budget included \$5,000 to be used for CCOC approved travel and conference activities.