

## Travel & Conference Activities

A special fund has been set up in the City budget to cover aldermanic travel and conference activities.

- ❑ Council members can apply money from the \$1,175 Aldermanic Expense Account to expenses associated with travel and conference activities if they incur them for an activity that directly contributes to an alderperson's effectiveness in office.
- ❑ Conferences and conventions for any organization whose meetings and agendas can be related to the actions and functions of a committee an alderperson serves on are eligible. Examples: public works conferences for Board of Public Works or Board of Water Utility members and public health conferences for Board of Health for Madison and Dane County members.
- ❑ The conferences/conventions eligible for reimbursement must be directly used for the activities of the alderperson and must primarily be technical, functional or educational in nature (not political).
- ❑ Any alderperson using city money to attend a conference will provide a report on the conference to the Common Council Organizational Committee. The alderperson is also requested to share any information brought back from the conference with other interested Common Council members.
- ❑ When an alderperson decides not to run for re-election, 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 alderperson will withdraw from the conference or educational event.
- ❑ Section 3.34 Madison General Ordinances, provides that any City official attending such a function *outside the City* must complete an Absence from the City form and have it approved by the Common Council President. (Absence from the City form: <http://www.cityofmadison.com/comp/forms/AbsenceFromCityRequest.doc>)
- ❑ An itemized a Trip Settlement Sheet signed by the alder and approved by the Council President must be submitted within 10 working days. (Trip Settlement form: <http://www.cityofmadison.com/comp/forms/TripSettlement20090101.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> and Appendix: <http://www.cityofmadison.com/comp/forms/APM1-5TravelApp.pdf>)