

### **\$5,000 Travel & Conference Account**

This account is to be used by Council members for identified conferences and approved by the Common Council Organizational Committee.

These funds are intended for:

- Attendance at conferences pre-identified by the CCOC (*domestic travel only*)
- Attendance at an organization's committee conference if the Council member is a member (e.g. League of Wisconsin Municipalities Lobbying Corps, one of the National League of Cities Policy Committees)
- Attendance at conferences that link to the Council's legislative, strategic or policy agenda

Council members 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 travel and conference activities. Applications must be reviewed and approved by the Common Council Organizational Committee prior to funds being expended for travel or conference fees.

The conferences eligible for reimbursement must be directly used for the activities identified above and are not for activities that are primarily political in nature.

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

When a Council member 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 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>

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