

**City of High Point
City Council Travel Policy
Adopted September 3, 2013**

In order to serve the travel requirements of High Point City Councilmembers, the City of High Point provides a modest amount of funding for Councilmembers to engage in activities that benefit the City.

Travel must benefit the City, and Councilmembers must be current with no outstanding, delinquent and unpaid taxes, privilege licenses, utility bill, judgment, or other obligations due the City.

This information below provides general guidelines for in-state and out-of-state travel, and for preparing a Council travel expense report once a trip is completed:

General Travel Guidelines

- ❖ Travel expense must be budgeted and approved before travel occurs. Advance registration, lodging, travel and related arrangements must be made through the City Manager's office.
- ❖ Companion or family members may attend with the Councilmember, but any companion or family member related costs must be paid in advance by the Councilmember, companion or family member.
- ❖ Only actual, legitimate and reasonable travel, lodging, meal and other costs will be allowed and/or reimbursed.
- ❖ Receipts must be submitted for hotel, rental vehicles, registration fees, meals, and other transportation expenses.
- ❖ Councilmembers will be responsible for cancellation and no show fees incurred because of change in travel plans except in the case of health, death or business-related emergencies.
- ❖ The following expenses are NOT reimbursable:
 - Alcohol;
 - Personal travel expenses such as incidental hotel expenses, in-room movies, sight-seeing, or snacks;
 - Companion or family members' expenses;
 - Entertainment events unless part of event programming.

One-day or Overnight In-State Travel:

- ❖ Mileage will be reimbursed for the traveler's private vehicle at the City rate. Carpooling is encouraged.
- ❖ Meals that are not included in the conference or training registration are reimbursed. Receipts are required.
- ❖ Lodging is reimbursed at the single-room, conference rate or other less expensive accommodations.
- ❖ Conference registration will be reimbursed, if not prepaid.
- ❖ City business calls are reimbursable with documentation of the purpose of the call.
- ❖ No travel advances will be issued, but registration and lodging can be prepaid by the City.

Out- of- State Travel:

- ❖ Councilmembers must request advance registration and travel arrangements through the City Manager's office in advance for any conference, training or other travel payments.
- ❖ The lesser expense of coach airfare and if necessary, rental vehicle (including applicable insurance and taxes), OR a private vehicle mileage will be reimbursed.
- ❖ Rental vehicles may be reimbursed when no other mode of transportation is as economical or practical. Small or medium sized rental vehicles may be rented. Do purchase the collision and liability coverage.
- ❖ Transportation to get to the airport or in the destination city such as buses, taxis, trains will be reimbursed.

Post-Travel Requirement:

- ❖ The Councilmember's shall provide the Council with a summary report following the travel. The Councilmember's expense report with all required receipts must be submitted within 2 weeks following the travel to close out the expense. If the expense report is in order and appears reasonable, the traveler will be reimbursed. Except in the case of one-day in-state conferences, training sessions or meetings, this report must be completed even if no reimbursement is needed.