



CITY OF ARVADA CITY COUNCIL POLICY

Authorized by City Council: Resolution No. 14-008

Policy No. 300.1
Page 1 of 2

Effective date: Jan. 6, 2014
Revision date: _____

TITLE: **Expense Reimbursement**

PURPOSE: The purpose of this policy is to establish the procedures and conditions under which the city's elected officials will be reimbursed for attendance at conferences, meetings and trainings.

POLICY: Council members may be reimbursed for all reasonable and necessary expenses incurred in furtherance of council-related duties.

DEFINITIONS: Expenses shall mean amounts of money spent to pay for goods and services relating to Council-related conferences, meetings, training and other official duties.

PROCEDURE: Use of Personal Vehicle:

Council members may be reimbursed for the use of personal vehicles to attend meetings and events that are directly related to performing their Council duties and assignments.

Conferences, Events and Meetings:

Council members may be reimbursed for travel, meal, lodging and incidental expenses for attendance at conferences, events and meetings. Council members may attend two National League of Cities conferences each year, the annual Colorado Municipal League conference, plus one additional out-of-state conference per year. Council members may also be reimbursed for attendance at meetings of boards and commissions to which they have been appointed or elected. Any other out-of-state meetings must be pre-approved by the City Council at a regular business meeting.

Limitations:

1. Only those expenses directly related to the Council member's official duties shall be reimbursable. Expenses incurred by a spouse/significant other shall not be reimbursable. However, the City will pay for, or reimburse the Council member for the cost of attendance of a

- spouse/significant other at an official event within the metropolitan Denver area.
2. Expenses for the purchase of alcohol shall not be reimbursed.
 3. Participation in golf tournaments or other recreational activities shall not be reimbursed.
 4. Unless there is prior documented justification, first class travel, above standard hotel rooms or premium services shall not be reimbursed.

Miscellaneous Expenses:

Miscellaneous expenses (e.g. meals, postage, transportation, parking etc.) which are incurred in the performance of council duties and assignments shall be reimbursable.

City Purchasing Card:

A Council member may request, through the City Manager's Office, a City Purchasing Card for direct payment of authorized travel expenditures. The Council member shall adhere to all conditions and requirements of the Finance Department in its use.

Reporting of Expenses:

Reimbursement for expenses shall be submitted on the Monthly Expense Report form which is provided to Council members and is also available in the City Manager's Office. Appropriate receipts must be submitted with the report. Reports shall be submitted to the City Manager's Office no later than sixty days after the end of the month in which the expenses were incurred.

Approval of Expenses:

Monthly Expense Report forms shall be forwarded from the City Manager's Office to the Finance Department. The forms will be reviewed for compliance with this Policy statement, fiscal rules and documentation requirements. If all requirements are met, the expenses shall be authorized for reimbursement.

Attachment:

Monthly Expense Report Form

