City of Sandersville

Council Training and Travel Policy

1. **Purpose**. The purpose of this policy is to provide guidelines to the Mayor and Council members regarding the allocation and expenditure of training and travel expenses.
2. **Policy.** It is the policy of the Sandersville City Council that appropriations for training and travel expenses for Council members shall be made annually during the budget process. The Mayor and each Council member will be authorized a set budget for travel and training purposes, which shall be dependent upon the overall budget amount approved by the Council at budget adoption. The Mayor and Council members may select the trainings that are best suited to their needs within the approved list as detailed in this policy.
3. **Approved Trainings.**
   1. GMA Annual Conference
   2. MEAG Annual Conference
   3. ECG Annual Meeting
   4. GMA Regional Meetings
   5. Board/Commission meetings of which the elected official is a member and that are connected to their role as an elected official (example: GEFA Board or MEAG Board)

Should the Mayor or a Council member identify a training to which they would like to attend that is not on this list, said elected official will request authorization from the Council.

1. **Authorized Travel Expenditures.**
   1. **Mileage.** Mileage will be paid using the current IRS mileage rate at the time of travel. For day travel, Council members should contact the City Clerk to determine if the City Administration vehicle is available for use to reduce the costs of mileage reimbursements. Additionally, mileage is only authorized for official business only. The Finance Director or designee will review mileage reimbursement requests to ensure accuracy of requests.
   2. **All other expenditures.** The Mayor and Council shall follow the travel expense policy in the personnel manual. If a guest attends a training event with the elected official, only those expenses of the elected official are reimbursable. In no instance will the City pay for (either directly or via reimbursement) for the expenses of the guest.
2. **Submission/Approval Request**. Elected officials shall complete and submit the City’s travel expense form within one week of returning from the travel. Itemized receipts are required for all expenses, except that the Finance Director can approve up to $10.00 in miscellaneous expenses (such as cash gratuities on service) with a written explanation from the elected official as to the description of the expense. The Finance Director or designee will review travel expense reimbursement requests to ensure all requests are within policy. If the Finance Director finds any discrepancies with the request, they shall bring those concerns to the City Manager, who will review and make a final determination. The City Manager will communicate with the respective elected official if any or all of a reimbursement request is denied.
3. **Exceptions to this policy.** Any exceptions to this policy must be approved by the City Council in advance of the expense being incurred.