

CITY OF CARSON		POLICY/PROCEDURE
NUMBER: 1.46		SUBJECT POLICY FOR REIMBURSEMENT OF EXPENSES FOR CONFERENCE ATTENDANCE BY COUNCILMEMBERS
ORIGINAL ISSUE 11/06/91	EFFECTIVE 11/06/91	
CURRENT ISSUE 11/06/91	EFFECTIVE 11/06/91	CATEGORY I. COUNCIL POLICY
SUPERSEDES NEW		

CITY COUNCIL POLICY NO. 1.46

I. PURPOSE AND SCOPE

To establish a policy for reimbursement of expenses for conference attendance by City Councilmembers.

II. GENERAL

- A. The City Council represents the City of Carson at conferences and activities which include but are not limited to the League of California Cities, Contract Cities Conference and the National League of Cities.
- B. Expenses are incurred by City Councilmembers while transacting City business. It is the policy of the City Council that expenses incurred while conducting City business shall be reimbursed.
- C. The following policies are adopted relative to reimbursement of expenses related to attendance at and travel to conferences and other activities of City business by City Councilmembers:

Travel and Expense Budget

Each fiscal year budget contains funds budgeted for conferences & meetings and conference travel which can be expended at the discretion of each individual Councilmember in conducting the business of the City. Each Councilmember may expend up to one-fifth (20.0%) of the applicable budget.

Credit Cards

City Councilmembers, upon request, shall be issued a general purpose credit card to be used solely for approved City business expenses. Holders will be

required to account monthly for all charges and will be personally liable for any unauthorized charges. Each Councilmember's credit card will have a \$3,000 credit limit.

Telephone Credit Cards

City Councilmembers are to be issued a telephone credit card to be used solely to charge calls in the course of City business. Holders will be required to account monthly for all charges and will be personally liable for any unauthorized use.

Receipts

All City Councilmembers will be required to submit proper documentation of expenses incurred, including, whenever possible, actual receipts. It is recognized that Councilmembers occasionally will incur minor expenditures, typically under \$10, for items such as bellhop tips and other expenses for which receipts are not available. Such expenditures will be reimbursed provided the Councilmember submits an adequate itemization and justification thereof.

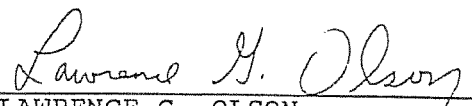
III. EXCEPTIONS

There shall be no exceptions to this policy except through instructions of the City Council.

IV. AUTHORITY

Resolution No. 91-111, City Council motion, Item No. 27, Council agenda, November 5, 1991.

By authority of the City Administrator.


LAWRENCE G. OLSON
CITY ADMINISTRATOR