



CITY OF ROELAND PARK

TRAVEL POLICY

(Adopted by the Roeland Park City Council this 17th day of July, 2006)

The City pays business related travel expenses of its elected officials, employees and other with the approval of the Department Head, and City Administrator, and as long as the departmental travel seminar and education line-item budget would not be exceeded.

Pre-Approved Travel - Requires Annual Approval of the Governing Body:

- A. Any function of the League of Kansas Municipalities if held within the State of Kansas.
- B. Any function of the Mid-America Regional Council (MARC) if held within the member counties of MARC.
- C. Any function of the Northeast Johnson County Chamber of Commerce

The reimbursement rates are as follows:

- A. Travel by personal car at the IRS-approved rate. In-state mileage shall be calculated by the City Administrator with Mapquest's mileage chart using the shortest distance method, plus five (5) miles per each day, or part thereof, that the person is engaged in City business. Out of state travel will be at actual odometer readings.
- B. Other transportation, lodging and miscellaneous expenses at actual cost upon the submission of proper vouchers/receipts.
- C. Meals
 - 1. At actual cost upon the submission of proper vouchers/receipts for expenses not associated with travel requiring an overnight trip.
 - 2. For travel requiring an overnight trip, the following per-diem (no receipts necessary) shall apply, or pro-rata based on the following:

<u>In-State</u>	<u>Out of State</u>
a. Breakfast - \$5.00	a. Breakfast - \$10.00
b. Lunch - \$10.00	b. Lunch - \$20.00
c. Dinner - \$15.00	c. Dinner - \$30.00



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3. Banquets, lunches and other meals included in the registration fee or prepaid with the conference will be deducted from the per diem rate.
- D. Individuals who are pre-registered for any event and not able to attend should make every effort to find another city official to go in their place. If no one is able to attend and the City incurs any costs/fees, the non-attending individual is responsible for the costs/fees unless they are waived by action of the Governing Body.

National League of Cities, Elected Officials travel policy:

- A. It's a privilege, not a right, to be able to attend meetings/conferences, etc sponsored by the National League of Cities. As such an elected official shall be in compliance with all other City Ordinances, resolutions and policies.
- B. All other sections of this Travel Policy shall apply to Elected Officials/National League of Cities Meetings.

The Governing Body prior to travel will consider variances to this policy on a case by case basis.