



City of Independence

Review of City Council's Overnight Travel and Related Travel Policies

City of Independence, Missouri

Report to the Mayor and City Council

By: City Management Analyst

January 2, 2019

Report No. 18-01

City of Independence

City Council Office



January 2, 2019

Honorable Mayor and Member of the City Council:

This report was assigned to me by the Audit and Finance Committee and was initiated pursuant to Chapter 1, Article 43 of the City Code of Ordinances. This report outlines the City Council's overnight travel expenses for the previous four years and makes several recommendations for improvements to the city's travel policy related to city council members and their travel.

The purpose of any travel policy is to establish consistent, reasonable, and accountable standards to record and control the cost of business travel. That policy achieves these standards through establishing routine review and approval processes, reinforced by organizational hierarchy. Under a council-manager municipal government, there is an inherent hierarchy tension. The question is not whether the city manager can administer the travel policy council members are subject to, but can he or she tell a superior that a certain trip is not appropriate? Without that level of oversight, there is room for both real and perceived misuses of travel funds by council members. This report examines past travel history, past administrative practices related to the travel policy, as well as, best practices from other municipalities around the country.

The Finance and Administration Director, City Manager, and City Counselor all reviewed this report and any formal responses have been appended. The Audit and Finance Committee approved the final report at their December 14th meeting and directed the Management Analyst to forward the final document to the full City Council. The cooperation of all those who provided assistance and feedback is greatly appreciated.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Jordan Ellena".

Jordan Ellena
City Management Analyst

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Introduction

Objectives

This review of the City Council's overnight travel expenses and related travel policies was conducted under the authority of Section 2.11 of the Charter of Independence, Missouri, which establishes the position of City Management Analyst and Article 43 of Chapter 1 of the City Code outlining the primary duties of the office.

This audit provides findings or recommendations based on an evaluation of sufficient evidence against best practices. Audits, like this, are intended to provide the Independence City Council and city staff with an objective analysis of programs, policies, and procedures. Policymakers and managers rely on this information to inform decision making, ensure the organization is publicly accountable, improve performance, and reduce costs.

This report is designed to:

- Outline historic overnight travel expenses for Independence City Council members over the last four years (2014-2018)
- Review the city's current travel policy related to city council members and make recommendations to improve oversight, transparency, and accountability

Scope and Methodology

This review looks at the city's current travel policies and tries to identify areas for improvement in the policy, especially as they relate to overnight travel of city council members. There is currently no specific travel policy for council members, so they are subject to the same policy as a regular staff member. Recently, there has been increased scrutiny of travel by elected officials. This in turn has raised questions about the necessary level of oversight and accountability that should be applied to council member travel. The findings related to Independence's current policies and procedures have been compared with those from various municipalities around the country. The findings and recommendations provided here are based on best practices and are intended to provide the city council with options for implementing new policies governing their own overnight travel. Throughout this report when a reference is made to city council members, that should be assumed to include the mayor unless otherwise stated. Audit methods for this report included the:

- Collection and review of travel policies for elected officials from various municipalities.
- Compilation of historic City Council member travel expenses for the years 2014-2018.

This performance audit was conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS). Those standards require that each audit is planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on the audit objectives. The evidence uncovered during this audit provides a reasonable basis for the findings and conclusions based on the objectives. No information was omitted from this report because it was deemed privileged or confidential.

Background

The purpose of any travel policy is to establish consistent, reasonable, and accountable standards to record and control the cost of business travel. Any professional place of business has a responsibility to regulate travel by staff and administration to ensure there is a legitimate business purpose for the travel. In the private sector there are shareholder and fiscal considerations. In the public sector, priority is placed on the principles of public accountability, transparency, and financial stewardship of taxpayer dollars.

A travel policy achieves consistency by prescribing the limits of business travel and outlining a process to verify those limits are followed. Those processes need to be administered the same in every instance according to the policy. That policy brings reasonableness to the travel process by providing commonsense tracking of expenses, establishing preferred transit modes, and outlining restrictions on certain categories. Finally, accountability is achieved through layers of approval and justification of expenses before travel costs are either reimbursed or paid directly by the organization.

For most organizations, clear hierarchies and management structures make administering a travel policy straightforward. Challenges arise with municipal government, which contains at least two different types of officials: elected officials and non-elected staff members. In a council-manager form of municipal government, elected officials are responsible for broad policies while staff carry out those policies and administer day-to-day operations of the organization. This includes administration of travel and other policies that apply to both staff and elected officials.

There is an inherent tension in this situation. Under council-manager municipal government, the city manager is appointed by the city council and is subordinate to them. The city manager is then responsible to the day-to-day administration of things like the travel policy. Elected officials are responsible to the voters who elected them. The question is not whether the city manager can administer the travel policy council members are subject to, but can he or she tell a superior that a certain trip is not appropriate? Without that level of oversight, there is room for both real and perceived misuses of travel funds by council members. Non-elected staff members will continue to manage a travel policy the council is subject to, and the council must impose rules and policies on itself that ensure they are held to a high standard regarding travel spending.

Evaluation Criteria

Information gathered from pertinent best practices and the travel policies of other municipalities will guide how to evaluate changes to the current travel policy for council member overnight travel. Below is the criteria noted that help inform the evaluation of the city's current process.

Accountability

A travel policy encourages accountability when it implements budgetary controls over travel spending and requires some level of return on investment from the traveler.

Transparency

A travel policy must lay out clear restrictions and an easily understood process for pre-travel approval and reimbursement of eligible expenses paid by the traveler.

Findings

The Independence City Council is subject to the same travel policy as staff. That policy was last revised in January of 2015 and is administered by the Finance and Administration Department. The City of Independence travel policy is included as appendix A of this report. The Finance Department is currently working on updates to the policy that will include recommendations from this report. The current policy is intended to be universal but does not directly address the city council's position within the organization. For instance the policy states that the traveler should seek approval from their department director and then the city manager in order to book any overnight travel. The travel forms associated with planning overnight travel are also geared in the same way; with specific lines for department director approval, approval from the Finance Department, and the city manager. See appendix B for a copy of the current *Request for Leave of Absence* form that is to be filled out by or on behalf of anyone seeking approval to make an overnight trip for the city.

The process prescribed and halfhearted oversight has led to inconsistent approvals for council member travel requests. Most in my review were only reviewed by the Finance Department. That department staff reviews the request forms to ensure they are filled out correctly and that funds are available in the specified fund for that trip. In some cases the city manager delegated the final approval of travel to the finance director and on others the city manager himself signed. But there is no consistency of approach or method. In the past, the City Clerk or Management Analyst signed off on city council travel as the department director for the city council office. That practice changed through different administrations and reorganizations of the city council, mayor, and city clerk offices. Changes like this over time have resulted in unclear expectations and a lack of consistent application of the rules.

The current process assumes that staff is considered subordinate to the city council and does not play much of an oversight role in the approval of their travel. As discussed later in this report, other cities approach the oversight role differently and most treat council members no differently than other staff. Best practices from other cities will be briefly discussed but any recommendations in this report will focus on the current system in place. Above all, any changes to the travel policy for council members should provide the public with a sense that future travel is reasonable, transparency is maintained, and that members are accountable to them through a formal reporting structure.

The city council is ultimately responsible to the citizens who elected them. However, to ensure transparency and good stewardship of public resources, there needs to be rules and processes related to overnight travel self-imposed by the city council. These include budgetary planning for overnight travel, a process for approving and monitoring funds, and finally some sort of post-travel accountability.

Pre-Travel Approvals

Currently if a council member wishes to make an overnight trip, they (or their staff) completes a form called a *Request for Leave of Absence*, which includes the date, description of the trip, proposed cost of the trip, and the total amount of advance funds requested prior to the trip. That form is forwarded to the finance department to ensure the form is complete and funds are available. For example, in one case Independence Power and Light funds were utilized for a council member to travel to power related conferences, and the IPL Director signed the travel form. There are many examples, where funding for council members and the mayor to travel came from the designated city council travel budget or non-departmental funds. In these cases, the only approval signature came from the mayor, who approved her own travel as the director of the mayor's office.

After the form is reviewed and a source of funds is confirmed by the finance department, the form is returned to the city council office. It would normally go to the city manager for final approval. Final travel arrangements can then be made by the council's executive assistant in accordance with costs outlined in the request for leave of absence form. This form outlines any advance funds the traveler will receive such as per diem meal costs, as well as estimated hotel, travel, parking, and registration costs associated with the trip. The estimated costs outlined on the travel request form create accountability for the final cost of the trip. When any staff or council member returns from trip, they or their designee completes the second part of the form that accounts for any additional or incidental costs incurred while on the trip. These can include any meals not included in the advance, lodging, phone charges, transport, parking, mileage, and any other eligible expenses by the traveler associated with the trip. These expenses are almost always put on the travelers purchase card. There are no real consequences if total expenses for a trip go over the initial estimates. In most cases the final costs are within a few percentages of the estimate but very depending on the care the staff member takes in identifying all expected costs at the destination like rental cars, parking, and other fees.

The finance department does review these expenses and if any are deemed not allowable, do request repayment from the traveler. The current processes and procedures offer basic oversight to council member's overnight travel. Travel forms are being completed accurately and the cost of travel is correctly represented in each of the forms reviewed. Additionally, all overnight travel costs paid directly by the city or reimbursed to council members are in accordance with the city's existing travel policy. No ineligible expenses were identified in the review of historic city council travel expenses. Next, we need to evaluate the approval of the proposed trip and adherence to the budget laid out each year.

In order to find a better system, I reviewed travel policies from other municipalities to see how they handle approving the travel of city council members. The first thing to note is that most cities do not have separate travel policies for elected officials. Meaning that those councils are subject to the same rules as staff and are required to follow the policy to the letter. In these organizations city councils mainly have their proposed travel approved by the city manager as the official responsible for the administration of city policies and budget. As stated in one travel policy, this approval process encourages consultation between the city manager and city council about appropriate travel and the

funding of these trips. It is not seen as a violation of authority or control in those organizations and could indeed improve communications.

There are other examples where the governing body approves their own travel either by consensus or majority vote. The key feature of this approach is that each trip is discussed or approved in some public manner. The entire council is then aware of and responsible for that approval and any budget implications. The public is also brought into the accountability process when these decisions are made in front of them. Ultimately, there are reinforcing levels of accountability from fellow council members, the public, and the internal policy.

There are still more examples to consider. In Kansas City, Missouri, one council member is tasked with approving the travel requests of other members on a (yearly) rotating basis. This ensures that all members will share the burden of approving travel requests over time. This has the added benefit of not placing permanent additional oversight with the mayor or mayor pro tempore, as they were not elected with the expectation of overseeing fellow council members in this manner. The final example is a sort of hybrid of these others, where a new or existing city council committee would review and approval of council member travel plans. They would be responsible for approving each trip and ensuring the council's travel budget is kept each year.

Budgetary Planning for Overnight Travel and Events

Currently, travel at the department level is budgeted for on an annual basis through the standard budget process. For example, a staff member who wishes to attend the annual conference of their professional organization works with the director to ensure the department's annual budget request includes funding for that trip. Then as part of the overall budget process funding levels for each department and line item within each may fluctuate from year to year. Departments are generally limited to the travel funds budgeted each year. The city council and mayor also have their own budget lines for overnight travel that is planned through the same budget process. Historically, the six (6) council members have \$3,600 for overnight travel and \$3,000 for events and meetings budgeted annually. The funding level was set to account for a normal year's worth of travel for the six (6) council members collectively. Those funding levels have remained the same since at least the 2011-12 fiscal year budgets and were right around there in previous years. The trips listed that account for that total includes \$2,388 for the National League of Cities Conference and \$1,212 for the Missouri Municipal League Conference.

City council has used other department and non-departmental funds to supplement their travel budgets. According to staff, a previous city manager had the policy that if a council member identified an unbudgeted trip, funds could be allocated from the non-departmental fund to meet those needs on a case by case basis. As shown in Appendix C, over the past four (4) years there have been several examples of council member trips paid for from non-departmental funds. At the time the non-departmental fund was used to budget for expenses that were organization wide and not directly attributable to one department. There are also examples of funds from the Power and Light Department for a council member to attend power utility conferences. This practice while sound for maintaining a balanced budget undermines the public's perception of accountability and transparency

that an approved budget provides. Setting a clear budgeted amount for city council travel that is justifiable provides public transparency. Those budgeted amounts must then be kept to. Under most circumstances, unless a unique opportunity warrants a public increase in budget appropriations for council member travel.

My review of other travel policies revealed two general ways to calculate a justifiable budget that will be sufficient for council travel moving forward. The first is to allot a flat amount to each council member for overnight travel and event and meetings. This has an advantage of being easy to justify and equitable so that each council member has the same opportunity to travel if they wish. The other budget option is to look at historic trends in city council travel and then budget for generally the same routine trips each year. This has the potential advantage of lowering the annual travel budget by restricting the future new trips. Below are two examples of how these two principles could be utilized going forward.

Budgeting Based on Flat Amounts Vs. Historic Trends Budgeting
Overnight Travel and Events
\$2,000 per council member X 6 council members = \$12,000 budget for Overnight Travel
or
MML Annual Meetings \$1,500 per attendee X 2 attendees = \$3,000
Other Major Trips \$3,000 per attendee X 2 attendees = \$6,000
LAGERS Annual Conference \$750 per attendee X 1 attendee = \$750
Total Overnight Travel Budget = \$9,750

In the first scenario, an amount of \$2,000 is allocated per council member for the purposes of overnight travel. This could be set at any amount depending on the desired outcome you wanted to achieve. This amount would be enough for each council member to attend the average in-state conference with some flexibility within the total overnight travel budget. Then it would be up to the council collectively to decide how that money should be spent. Flexibility could be achieved if the council decided to use the money on fewer large trips and more small trips instead.

The lower part of the chart above illustrates utilizing historic travel costs for each trip typically made during the year and the number of council members who routinely attend. You can see that on average there were two (2) attendees each year at Missouri Municipal League events for an estimate of \$3,000 per year. This proposed budget also includes funds for two (2) council members to attend larger more expensive trips per year and the annual LAGERS Conference at \$6,000 and \$750 respectively. This historically would be sufficient to pay for trips to Washington D.C. for legislative visits or trainings. Again, depending on the desired outcome this amount could be changed to suite the current needs of the council.

The last piece to the budgetary puzzle is to bring certainty to the spending process by requiring that city council travel only be paid for out of designated council travel funds. That requirement would act to reinforce the budget set at the beginning of the year. This would make the process more transparent to

the public because they would be assured that travel expenses will only be paid for from originally budgeted funds and any changes would be subject to new appropriations.

Post Travel Accountability

Overnight travel as a council member can have many intended outcomes. These outcomes include learning from experts in a field of interest, networking with other elected officials, visiting a similar proposed project, and cultural/goodwill exchanges like those with an international sister cities. While all of these outcomes may be appropriate and desirable, it should be best practice for the information gathered from these trips to be shared in a post-mortem communication. In the case of a council member visiting a similar project to one proposed in their own community, the information gathered could be directly applicable to a vote or council discussion about the project. Similarly, if one council member is selected to attend training or some other type of informational program it should be expected that that information will be brought back to the other council members. It seems important to the efficient workings of a council that some formal communication is provided upon returning from one of those types of trips. Also, this level of expectation encourages travelers to attend conference sessions, instead of using the trip as a free vacation. After all, these types of trips are a privilege not a right.

In reviewing other travel policies there were two different examples of how a city council member, or even a staff member, could be required to report their findings to the organization. The first is a simple requirement that any staff or council members make some sort of written or oral report about key findings upon their return. The Cities of Kennedy, Minnesota and Lake Forest, California both have provisions in their travel policy stating that the city may request a written or oral report from council members regarding their travel. In these cities, at least, this is no requirement for a report after every trip but the expectation that a report could be requested.

The other interesting example comes from the City of Lawrence, Kansas. Their travel policy requires the Finance Department to publish a monthly travel summary report on the city's website that includes the name of the person traveling, their department, destination, purpose of travel, and the cost for each trip that month. Within each summary the traveler is required to explain how the trip will benefit the city and what they will bring back to the organization. Both staff and council members are subject to this reporting requirement. This type of provision requires some thought and effort on the part of the traveler to really understand what types of trips are valuable to their organization but it also provides a very high level of transparency for the public because the report is published publically.

City Council Member Travel Summary (2014-2018)

Appendix C includes a spreadsheet detailing all expenses for city council member's categorized as overnight travel for the last four (4) calendar years 2014-2018. These expenses include council members who served during this time period but who no longer serve on the council. Costs shown in this report include advances for each trip and any travel costs put on the traveler's purchase card for that trip. Finally, the attached report shows from which line item funds for each trip were used. We see expenses charged to business units (departments) including city council (4002), non-departmental (6502), Mayor (4004), and Power and Light Administration (6110).

Recommendations

1. Formalize a separate travel policy for the City Council or include specific provisions in the general travel policy for the city that addresses the unique nature of city council members and other elected officials.
2. Plan for and budget a “reasonable” budget line for overnight travel and meetings for the city council and mayor’s offices respectively. The total amount outlined in the budget should be defensible. A citizen should be able to follow the logic used to calculate the total. After reviewing the travel expenses of the city council over the last four years I believe budgeting between \$10,000 and \$12,000 per year of the six council members and \$10,000 per year for the Mayor’s office would be reasonable and defensible amounts. The city council should determine what they view as a fair travel budget during every budget cycle.
3. In order to ensure council member travel meets the basic requirements of any travel policy some level of pre-travel approval is recommended. Elected officials are ultimately accountable to the voters for their actions in office but citizens should not have to systematically review travel logs to feel confident that travel is in line with their expectation of reasonable travel. A responsive and responsible council should self-police the use of their allotted travel funds. This can take many forms that fall along a continuum from a majority vote of the council to approve each travel request to a notification and informal approval by consensus. Below is a list of proposed options, any of which would adequately address pre-approval of council member travel.
 - City Council as a whole approves all travel request made by a city council member or council appointed staff at a city council meeting. This approval should be sought within a standard timeframe outlined in the policy. ***This or similar approach is strongly recommended by the Management Analyst.***
 - Proposed travel by council members and council staff could be noted as an informational item on an agenda of a city council meeting. The council member comment section of the meeting could be used as an opportunity for the council member to address fellow members on the proposed trip. Under this scenario proposed travel is deemed approved if there are no objections from other members of the council.
 - On a rotating basis, or by some other means laid out in the policy, a single council member could be tasked with approving all travel by council members and council staff during their assigned period. This designated council member would in effect act as the department director for approval purposes. This would be fair as presumably every member would have the obligation to do this at least once during their term.
 - Finally, proposed overnight travel could be brought before a city council committee for review and approval. Under this scenario the committee meeting would be open to the public and an affirmative vote of the committee would approve the trip.
4. The public and fellow council members should have some understanding about the value of the trip taken by elected officials. This can only be understood when the information is disseminated through formal means for both an internal and external audience. Upon returning

from a trip council members should prepare a written or oral presentation highlighting the key takeaways from the conference or travel. At a minimum a council member should use the council member comments section of a council meeting to briefly discuss the trip they just returned from and why it was applicable to their position as a council member. A brief memo could also be completed if desired. Further, I recommend for staff to produce a monthly travel report document posted on the city's website following a process similar to the City of Lawrence.

City of Independence

TRAVEL POLICY

This Travel Policy applies to all employees and officers of the City of Independence and is intended to provide them with general guidelines when traveling on City business. As such, employees and officers must use discretion in applying the guidelines and when considering whether specific action is appropriate as a City representative. In general, employees and officers should travel as economically as possible. Sufficient documentation should be maintained to adequately account for the expenses incurred while on City business. Each department director is responsible for the travel arrangements of any employee within their respective department. The department director is also responsible for determining the most beneficial travel option.

TRANSPORTATION

Employees and officers traveling on City business shall travel by the mode of transportation resulting in the lowest possible, total, aggregate costs. The total aggregate costs shall include the actual costs for all transportation needs, meals, lodging and the employee's or officer's paid travel hours for each conference, seminar or business meeting. Employees or officers have the option of traveling by a maximum of either the most economical coach air fare or by driving a personal automobile for any trip more than two hundred miles one-way as detailed by an internet travel planner, such as, MapQuest. However, an employee or officer who decides to drive cannot receive salary, benefits and mileage expenses at the current rate in excess of the most economical coach air fare. When the cost of paid travel days and mileage expenses total an amount in excess of the most economical coach air fare, the cost of the excess in equivalent work hours shall be charged against accumulated vacation if an employee or officer decides to take the more costly mode of transportation. An employee or officer may be exempted from these policies in emergency situations provided the department director recommends and the City Manager approves the exemption.

City management recognizes that occasionally the airlines offer bonuses of which an employee or officer may take advantage. An employee or officer may accept any bonuses offered by an airline provided there is no additional cost to the City and provided the bonus is offered after the commencement of travel.

Employee's or officers' business travel may require the rental of a car at the City's expense. If such a situation exists, the cost of the rental car should be included in the computation of the total aggregate cost of the trip.

This total cost of the trip is used to determine the least expensive mode of transportation. Advance approval from the City Manager should be secured, and if advance approval is not obtained, subsequent review of the expenditure may result in denial of the reimbursement.

The City will allow sixty-three (63) miles as the distance for the round-trip transportation to the Kansas City International Airport (MCI) in determining mileage expense amount for a business trip that requires air travel. If an employee chooses to arrange drop off and pick up transportation to and from MCI, the amount allowable for reimbursement is equal to the round trip mileage rate, plus the lowest parking rate that would have been incurred.

Employees or officers receiving a monthly car allowance may:

- receive mileage reimbursement from the point of origin for business related travel that is in excess of fifty (50) miles. For trips that exceed fifty (50) miles the amount reimbursed will be for the actual mileage, but not in excess of the most economical coach air fare, if available; or,
- use a City pool car for business travel if the travel is expected to exceed fifty (50) miles.

MEALS

The City will reimburse employees or officers who must be away from their homes overnight on business or as otherwise approved by the City Manager for meals in accordance with rates established by the Internal Revenue Service and set forth by the Finance Department. Employees or officers do not have to provide receipts to receive the meal per diem. The City will not reimburse employees or officers for breakfast if they commence travel after 8:00 a.m. and will not reimburse employees or officers for dinner if they commence travel after 6:00 p.m. or return before 5:00 p.m. The City will not reimburse employees or officers the per diem amount for any meal included in a registration fee.

RECEIPTS

Employees or officers must furnish the City with receipts for all expenses incurred for which reimbursement is requested. The exception is that employees or officers do not have to provide receipts for meals when a per diem is paid.

OTHER EXPENSES

Hotels/Motels - The City will pay the actual cost of hotels/motels at the single occupancy room rate. A receipt showing the actual costs incurred must be provided.

Airport Parking - Except in extenuating circumstances, reimbursement for MCI airport parking shall not exceed the daily rate for long term airport parking at the satellite lot., or the uncovered rate at the Parking Spot.

Entertainment - Advance approval from the City Manager should be secured before employees or officers entertain any business associates at City expense. If advance approval is not obtained, subsequent review of the expenditures may result in denial of the reimbursement. Purchase of beverages which include alcohol will not be reimbursed. Entertainment of business associates will be restricted to the City Council and Management Analyst, authorized representatives of the City Manager's Office, department directors and division heads.

Phone Calls - Employees or officers are allowed to make long-distance phone calls to the Kansas City area, not to exceed \$7.50, at City expense for each three consecutive days such employees or officers are away from their homes overnight on City business. *(Telephone call receipts are required so the method of paying for the call and obtaining a receipt should be taken into account in relation to the ten-day time limit to file an expense report.)*

Local Travel - The City will pay for registration fees to attend short meetings, seminars and conferences in the Kansas City metropolitan vicinity when recommended by the department director who deems the meetings, seminars and conferences to be of benefit to the employee or officer, as well as the City. Unless otherwise included in the registration fee, an employee or officer may be reimbursed for parking and for a lunch meal (if the business event spans the lunch hour) at the appropriate per diem rate. The amount of such meal reimbursement shall be treated as taxable income to the employee.

Local travel also consists of travel within a 250 mile radius of City Hall and does not require an overnight stay. Any mileage and/or meals expense related to such local travel will be reimbursed via the time entry system and will be treated as taxable income to the employee.

Extended Trips - Employees or officers will be allowed, at City expense, one round trip home for each four (4) week work assignment away from Independence. The City will pay for only the actual cost of the round trip. The round trip home can be made at any time during the four (4) week period subject to business agenda and

department director approval. The City Manager may approve more frequent trips home, at City expense, if requested prior to the commencement of travel.

Laundry - Employees or officers will be allowed reasonable laundry services at City expense for each five (5) consecutive days such employees or officers are away from their homes overnight on City business.

MISCELLANEOUS

Spouses - The City shall be responsible only for the expenses of employees or officers. The expenses of spouses, family members or guests, accompanying the employees or officers, will not be paid by the City. The exception is previously approved entertainment expenses.

Advances - City advances may only be used for the expenses of employees or officers. Requests for advances should be made as early as possible, but at least three (3) weeks prior to the date of travel. Advances will generally be issued sometime during the week prior to the requested leave.

Prepaid Expenses - Employees or officers may request prepayment of certain travel costs such as airline tickets, registration fees and, in some cases, hotel expenses following receipt of an approved Request for Leave of Absence.

Time Compensation - Employees or officers will only be compensated for travel time occurring during the employee's or officer's normally scheduled working hours.

Expense Reports - Employees or officers must submit expense reports if a travel advance was issued or if reimbursement is being requested for expenses incurred. The expense report must be submitted within ten (10) working days after the employee or officer has returned. Reimbursement for expense reports submitted after this will be paid only upon the approval of the City Manager. Advances may be deducted, at the discretion of the Finance Director, from employee's or officer's earnings if the expense report is not submitted within thirty (30) days.

When an employee's or officer's expenses are included on another employee's or officer's expense report, reports from both or all employees or officers must be submitted together. This applies even if the other employees or officers incurred no additional expenses.

Resolution No. 5676
Effective July 1, 2011

COMPLETING TRAVEL DOCUMENTATION

Instructions for Completing the Request For Leave form

Effective: January 1, 2015

A Request For Leave form is required for all travel outside the Kansas City Metropolitan Area, or for travel where there will be expenses in addition to meals and mileage. The form should include an estimate of all foreseeable expenses and needs to have Department Director approval before submitting to Finance.

An appropriate account number needs to be listed on the form. Only one account number will be charged for a particular trip. Finance will check for available funds before approving and forwarding to the City Manager for approval.

Once the form has been approved by the City Manager the employee will be notified that that trip has been approved. At this time, the employee may make travel arrangements. Any arrangements or prepayments made before the final approval of the City Manager may not be reimbursable if the trip is not approved.

For local travel (Kansas City Metropolitan Area or within 250 mile range of the City), no Request For Leave form will be required if the only costs incurred will be meals and mileage. Department Director approval will still be required.

Employees expecting reimbursement for mileage incurred for attendance at meetings and seminars will be expected to comply with the procedures for "Reimbursement For Use of Personal Motor Vehicles on City Business". The procedures are available on the intranet and should be reviewed prior to commencing the travel.

Information When Using Your Procurement Card for Travel

For most employees who have been issued a procurement card, use for travel related expenses is restricted. For authorized leave this restriction can be temporarily removed. To remove this restriction, follow these steps:

1. Prepare a Request for Leave of Absence Form and obtain the required approvals (Department Director, Finance, and City Manager). Do not include items in your requested travel advance funds that will be charged to your procurement card.

2. Send an email to your department director or assistant, requesting to use your procurement card for the approved travel. This email should indicate the estimated amounts (airfare, hotel costs and conference registration fee) that will be charged to the p-card. Ask your department director to forward the email to the Purchasing Manager, indicating approval for use of the card.

3. The Purchasing Manager will send an email to the bank, requesting that the card be opened for these purchases. When the bank responds, the Purchasing Manager will notify you via email that you may make your reservations. Print a copy of the email to attach to your procurement card statement.

4. You may also use your procurement card for parking, shuttle service, car rental, etc. Attach receipts to both your procurement card statement and expense report.

Additional Instructions for Completing the Employee Expense Report

The pink copy of the Request for Leave of Absence form is the employee's Expense Report form. Expense reports may also be completed for certain employee reimbursements not allowed by petty cash refund, such as, parking reimbursements. The expense report can also be used for meals and mileage when out of town travel did not require previous approval for an overnight stay.

The top half of the employee expense report is to be used when recording amounts that were paid directly by the employee. Items that were paid directly by the City, or that were purchased using a procurement card (p-card), need to be entered on the bottom half of the form. This would also include items that were initially paid for by the employee and then subsequently reimbursed separately (i.e. paying for an airline ticket a month before the leave and receiving a reimbursement check from the City).

Meals –

As a means of convenience to employees, the City offers a per diem meal allowance for meals, rather than requiring receipts. To assure that a portion of the allowance is not considered as compensation for determining income tax liability, the City also uses guidelines established by the Internal Revenue Service (IRS) for determining the per diem amount allowed for cities located throughout the continental United States. The per diem information for the travel destination can be found at: <http://www.gsa.gov/portal/category/21287>. The per diem amount allowed for the destination locale is found under the column 'Meals and Incidental Expenses'. When all meals for the day are not allowed by the travel policy, the amount allowed each day by the IRS can be distributed per meal with 20% for breakfast, 30% for lunch, and 50% for dinner. If the employee is not using the information from the GSA web site, the City will allow a per diem of \$46 or \$9 for breakfast, \$14 for lunch, and \$23 for dinner. The per diem allowance includes tips.

Employees are allowed to use a City issued p-card to purchase meals if they choose and the card has been authorized for travel use. However, copies of receipts need to be provided both with the expense report and the p-card statement. Also, when using a p-card for meals for travel days that include three meals the total full day per diem meal allowance limit is in effect. Any amounts in excess of the per diem meal allowance must be reimbursed back to the City. Meals purchased on a p-card will need to be entered on the bottom half of the expense report along with other charges paid directly by the City.

If a p-card is used to purchase another employee's meals while on an overnight trip, the same rules would apply as above. Both employees would enter the meals paid by p-card on the bottom half of the expense report. Receipts for the meals need to be attached to both expense reports, identifying the amount that applies to each employee. Both expense reports need to be submitted together.

For local travel, meal reimbursements will need to be processed through payroll rather than on an expense report. If the travel commences before 8:00 a.m. breakfast is reimbursable at the per diem rate. If the employee returns after 5:00 p.m. dinner is reimbursable at the per diem rate. If all three meals for the day are reimbursable, the employee may choose to use the combined daily per diem rate.

04-0-001 (revised 1-1-2015)

Room/Lodging –

Lodging may be paid either by the employee or by the City with a p-card. In all cases, a copy of the itemized receipt showing actual charges incurred must be attached to the expense report, and also to the p-card statement, if used. Charges for other hotel services must be separately reported. For example, if there is a charge for parking a vehicle at the hotel, that amount will be subtracted from the lodging fee and entered on the Parking line on the expense report. If there are meals charged to the room, this should be reported in accordance with the meal requirements noted above. If the hotel bill is paid for with a City p-card, the amount needs to be separately identified in the lower section of the expense report and the different components need to be separately listed.

Telephone –

The City will reimburse employees up to \$7.50 in personal long distance phone charges for each three consecutive days. For example, if the employee is gone six days, the maximum reimbursable amount is \$15. Receipts must be provided to receive the reimbursement. All business related calls are 100% reimbursable as long as receipts and the proper notation is provided. If the employee has a City provided cell phone, that cell phone may be used on overnight trips.

Mileage –

The current mileage rate for the City is \$0.575 per mile.

Balance Due To/From the City –

Once all items are recorded, the top section needs to be totaled by day as well as by category. If the employee received an advance, that amount is subtracted from the grand total. The remaining amount needs to be entered either on the 'Balance Due From City' or the 'Balance Due To City'.

Reimbursement for expenses will be paid through the payroll system and are not subject to withholding tax. In order to be included on the current payroll check, expense reports must be received in Finance Administration by the Friday before the end of the pay period. In the case that the amount of the travel advance exceeds the expenses incurred by the employee, the reimbursement to the City will also be processed through the payroll system as a deduction. A manual check may be issued for special circumstances where the employee was not given adequate notice of the travel and was not able to request an advance.

CITY OF INDEPENDENCE, MISSOURI
Request for Leave of Absence
For Attendance at Meeting or Training Session

Finance Department Use Only	
Supplier #:	_____
Doc Type:	_____
Due Date:	_____
Check #:	_____
Date:	_____

- Employee Attending _____
 Department _____
- Date(s) Leave Requested _____
- Description of Requested Absence _____
- City and State where held: _____
- Estimated Costs (a)
 Registration Fee \$ _____ Transportation \$ _____ Meals \$ _____
 Lodging \$ _____ How many nights? _____
 Other (specify) _____ \$ _____
 Total Estimated Cost \$ _____

Amount To Be Charged						
Voucher #	Cost Center	Obj Acct #	Subsidiary #	Sub Ledger	T	Amount

- Employee Advance Requested (b) \$ _____
- Date Advance Check Required (b) _____

Voucher #	Finance Department Use Only (Advance)	
	2.1132	
	2.1133	()

Voucher #	Finance Department Use Only (Expense)	
	2-1133	
	2-1132	()

 Department Director – Date Finance Department – Date City Manager – Date

(a) Payments for registrations, airline tickets, room deposits, etc. may be paid directly by the City. If this option is desired, a separate request for payment should be prepared for each applicable item and forwarded along with this form.
 (b) Advance amounts will not be issued for less than \$25.00, nor more than five (5) working days prior to departure.

- Instructions:**
- Prepare and submit the completed form to the Finance Department for review.
 - If approved, a notification will be sent to you advising the status of the leave request.
 - Within ten (10) working days of the completion of your approved leave, you must complete the Expense Report form and submit it to the Finance Department. This form is on the back of the pink copy of the approved Request for Leave form which will be returned to you.

Employee Expense Report

Employee Expenses Only (Itemized Daily Expenses):

Date →									Totals
Meals –									
Breakfast									
Lunch									
Dinner									
Room/Lodging *									
Telephone									
Transportation *									
Parking *									
Mileage @									
Other - *									
Totals									

*a receipt must either be attached or included in an attached envelope

Total Advanced to Employee	
Balance Due From City	
Balance Due to City	

Employee Signature – Date

Department Director – Date

Finance Department – Date

City Manager – Date

Expenses Paid Directly By The City:

Include all items chargeable to the leave of absence but not paid for by the employee Example: <i>Airplane Tickets, Registrations, Room Deposits, etc. paid directly by the City</i>		
Date	Amount	Description

Total Trip Cost:

Comments:

Appendix C: City Council Member Travel Summary (2014-2018)

Business Unit	Object	Account Name	Name	G/L Date	Explanation/Remark	Type of Expense	Amount	Trip Name
			Delucice, Karen		No Overnight Travel & Meeting Expenses 2014-2018			
			Dougherty, Curtis R		No Overnight Travel & Meeting Expenses 2014-2018			
6502	5203	Overnight Travel & Meetings	Gragg, Marcie Irene	10/19/2015	KCI Parking	ADVANCE/WASHINGTON DC	\$168.00	Meetings with Legislators, Washington DC
			Gragg, Marcie Irene	10/24/2015		P-Card - Parking	\$35.00	Meetings with Legislators, Washington DC
			Gragg, Marcie Irene	10/20/2015	Metrorail	P-Card - Ground Transport	\$22.00	Meetings with Legislators, Washington DC
			Gragg, Marcie Irene	10/24/2015	Joud Residence	P-Card - Accommodations	\$702.92	Meetings with Legislators, Washington DC
			Gragg, Marcie Irene	10/24/2015	Southwest	P-Card - Flight	\$198.00	Meetings with Legislators, Washington DC
					Trip Total		\$1,125.92	
6502	5203	Overnight Travel & Meetings	Gragg, Marcie Irene	10/28/2015	LAGERS	ADVANCE/ST LOUIS	\$283.65	LAGERS Annual Meeting
			Gragg, Marcie Irene	10/1/2015	LAGERS	P-Card - Conference Reg.	\$100.00	LAGERS Annual Meeting
			Gragg, Marcie Irene	10/30/2015	Sheraton Lakeside Chalet	P-Card - Accommodations	\$219.18	LAGERS Annual Meeting
					Trip Total		\$602.83	
4002	5203	Overnight Travel & Meetings	Gragg, Marcie Irene	1/21/2016	Capitol Plaza Hotel	ADVANCE/JEFFERSON CITY MO	\$133.00	MML Legislative Conference
			Gragg, Marcie Irene	2/10/2016	Capitol Plaza Hotel	P-Card - Accommodations	\$109.14	MML Legislative Conference
			Gragg, Marcie Irene	12/9/2015	MML	P-Card - Conference Reg.	\$130.00	MML Legislative Conference
					Trip Total		\$372.14	
			Huff, Michael		No Overnight Travel & Meeting Expenses 2014-2018			
			Perkins, John		No Overnight Travel & Meeting Expenses 2014-2018			
6502	5203	Overnight Travel & Meetings	Reimal, Don Bartley	3/7/2014	Omni Shoreham Hotel	ADVANCE/WASH DC	\$150.00	Meetings with Legislators, Washington DC
			Reimal, Don Bartley	3/12/2014	Southwest	P-Card - Accommodations	\$684.70	Meetings with Legislators, Washington DC
			Reimal, Don Bartley	2/11/2014	Southwest	P-Card - Flight	\$198.00	Meetings with Legislators, Washington DC
			Reimal, Don Bartley	2/11/2014	Southwest	P-Card - Bag Fee	\$25.00	Meetings with Legislators, Washington DC
			Reimal, Don Bartley	3/12/2014	KCI	P-Card - Parking	\$21.00	Meetings with Legislators, Washington DC
					Trip Total		\$1,078.70	
			Roberson, Scott		No Overnight Travel & Meeting Expenses 2014-2018			
6110	5203	Overnight Travel & Meetings	Van Camp, Thomas	7/28/2015	American Wind Energy	P-Card - Conference Reg.	\$395.00	American Wind Energy Conference
			Van Camp, Thomas	8/1/2015	Hilton New Orleans	P-Card - Conference Accommodations - Roo	\$196.93	American Wind Energy Conference
			Van Camp, Thomas	9/15/2015	Plinic Bar Gat-Breakfast KCI	ADVANCE/NEW ORLEANS	\$216.00	American Wind Energy Conference
			Van Camp, Thomas	9/15/2015	Enterprise Rent a Car	P-Card - Meal while Traveling	\$6.12	American Wind Energy Conference
			Van Camp, Thomas	9/18/2015	Hilton Hotel New Orleans	P-Card - Rental Car while Travelling	\$223.03	American Wind Energy Conference
			Van Camp, Thomas	9/18/2015	Hilton Hotel New Orleans	P-Card - Conference Accommodations - Roo	\$537.86	American Wind Energy Conference
					Trip Total		\$1,578.94	
6110	5203	Overnight Travel & Meetings	Van Camp, Thomas	11/25/2015	Southwest - KC to Panama City AZ	P-Card - Flight	\$464.47	McIntosh, Alabama
			Van Camp, Thomas	11/25/2015	Holiday Inn - Panama City FL	P-Card - Accommodations - Room Deposit	\$124.06	McIntosh, Alabama
			Van Camp, Thomas	12/6/2015	Holiday Inn - Panama City FL	ADVANCE/MCINTOSH	\$292.23	McIntosh, Alabama
			Van Camp, Thomas	12/12/2015	Enterprise Rent a Car	P-Card - Accommodations - Room Balance	\$712.83	McIntosh, Alabama
			Van Camp, Thomas	12/12/2015	Enterprise Rent a Car	P-Card - Rental Car while Travelling	\$207.29	McIntosh, Alabama
					Trip Total		\$1,800.88	
4002	5203	Overnight Travel & Meetings	Van Camp, Thomas	12/15/2015	MO Municipal league	P-Card - MML Event Reg.	\$130.00	MML Legislative Conference 2016
			Van Camp, Thomas	2/10/2016	Capital Plaza Jeff City MML	P-Card - Conference Accommodations	\$109.14	MML Legislative Conference 2016
			Van Camp, Thomas	1/21/2016		ADVANCE/JEFFERSON CITY MO	\$133.00	MML Legislative Conference 2016
					Trip Total		\$372.14	
6502	5203	Overnight Travel & Meetings	Van Camp, Thomas	2/4/2016	Southwest KC-DC (credit received for cancelled trip)	P-Card - Flight	\$228.96	National League of Cities
			Van Camp, Thomas	2/4/2016	Natl League of Cities	P-Card - NLC Conference Reg.	\$440.00	National League of Cities
			Van Camp, Thomas	2/5/2016	Omni Sheraan Hotel (nonrefundable)	P-Card - Conference Accommodations	\$686.50	National League of Cities
			Van Camp, Thomas	3/7/2016	Did not attend, returned advance	ADVANCE/WASH DC	\$225.00	National League of Cities
			Van Camp, Thomas	7/20/2016	Did not attend, returned advance	ADVANCE/WASH DC	\$1,355.46	National League of Cities
					Trip Total		\$2,338.51	
6110	5203	Overnight Travel & Meetings	Van Camp, Thomas	5/17/2016	Southwest KC to Phoenix APPA	P-Card - Flight	\$443.96	APPA National Conference, Phoenix
			Van Camp, Thomas	5/17/2016	Hyatt Regency APPA	P-Card - Conference Accommodations - Roo	\$190.25	APPA National Conference, Phoenix
			Van Camp, Thomas	5/19/2016	APPa	P-Card - Conference Reg.	\$1,070.00	APPA National Conference, Phoenix
			Van Camp, Thomas	6/11/2016	Mayflower Cab	ADVANCE/PHOENIX	\$205.00	APPA National Conference, Phoenix
			Van Camp, Thomas	6/14/2016	TXP Taxi	P-Card - Cab Service	\$21.80	APPA National Conference, Phoenix
			Van Camp, Thomas	6/14/2016	Hyatt Hotel Phoenix	P-Card - Conference Accommodations - Roo	\$27.00	APPA National Conference, Phoenix
					Trip Total		\$2,338.51	

4002	5203	Overnight Travel & Meetings	Van Camp, Thomas Van Camp, Thomas Van Camp, Thomas Van Camp, Thomas	7/19/2016 MML 7/19/2016 MML 9/11/2016 9/15/2016	MML 82nd Annual Conference, St. Louis MML 82nd Annual Conference, St. Louis MML 82nd Annual Conference, St. Louis MML 82nd Annual Conference, St. Louis	\$300.00 \$438.51 \$365.20 \$57.00	P-Card - MML Event Reg. P-Card - Conference Accommodations ADVANCE/JST LOUIS P-Card - Hotel Parking	\$1,160.71
6110	5203	Overnight Travel & Meetings	Van Camp, Thomas Van Camp, Thomas Van Camp, Thomas Van Camp, Thomas Van Camp, Thomas Van Camp, Thomas	12/10/2016 12/13/2016 12/11/2016 11/9/2016 2/10-12/17/16 11/9/2016	Power Gen Conference, Orlando 2016 Power Gen Conference, Orlando 2016 only \$54.99 because of flight credit from cancelled 1 P-Card - Flight	ADVANCE/ORLANDO Parking Parking P-Card - Conference Reg. P-Card - Rental Car while Traveling	\$270.00 \$15.00 \$15.00 \$645.00 \$211.06 \$54.99	
4002	5203	Overnight Travel & Meetings	Van Camp, Thomas Van Camp, Thomas Van Camp, Thomas	2/1/2017 MML 2/14/2017 2/15/2017	MML Legislative Conference 2017 MML Legislative Conference 2017 MML Legislative Conference 2017	\$130.00 \$154.00 \$131.93	P-Card - MML Event Reg. ADVANCE/JEFF CITY P-Card - Conference Accommodations	\$1,211.05
6110	5203	Overnight Travel & Meetings	Van Camp, Thomas Van Camp, Thomas Van Camp, Thomas Van Camp, Thomas Van Camp, Thomas Van Camp, Thomas Van Camp, Thomas	5/17/2017 5/19/2017 6/15/2017 6/21/2017 7/1/2017 7/21/2017 6/21/2017	Southwest - Orlando APPA Conference APPA National Conference, Orlando 2017 Enterprise Rent a Car Enterprise Tolls Orlando Marriott KC Parking	P-Card - Flight P-Card - Conference Reg. ADVANCE/ORLANDO P-Card - Rental Car while Traveling P-Card - Tolls while traveling P-Card - Conference Accommodations P-Card - KC Parking	\$538.96 \$795.00 \$326.00 \$419.64 \$13.15 \$1,424.72 \$52.50	
6110	5203	Overnight Travel & Meetings	Van Camp, Thomas Van Camp, Thomas Van Camp, Thomas Van Camp, Thomas Van Camp, Thomas Van Camp, Thomas	9/25/2017 10/3/2017 12/3/2017 12/3/2017 12/9/2017 12/3/2017 12/4/2017 12/7/2017	Southwest - Early Bird Power Gen Conf The Orleans Hotel Las Vegas Enterprise Rent a Car Southwest - KC to Vegas	P-Card - Early Bird Check-in Flight P-Card - Conference Reg. ADVANCE/LAS VEGAS P-Card - Rental Car while Traveling P-Card - Flight Reimbursement for parking Reimbursement for parking	\$300.00 \$575.00 \$326.00 \$509.40 \$455.57 \$207.96 \$10.00	
6110	5203	Overnight Travel & Meetings	Van Camp, Thomas Van Camp, Thomas Van Camp, Thomas Van Camp, Thomas Van Camp, Thomas	12/11/2017 5/1/2018 5/1/2018 5/3/2018 6/15/2018	Southwest - New Orleans Southwest - New Orleans Southwest - Fee APPA Hilton New Orleans	P-Card - Flight P-Card - Flight P-Card - Early Bird Check-in Flight P-Card - Conference Reg. ADVANCE/NEW ORLEANS P-Card - Conference Accommodations	\$2,123.93	
6502	5203	Overnight Travel & Meetings	Weir, Eileen N Weir, Eileen N Weir, Eileen N Weir, Eileen N Weir, Eileen N	11/18/2014 11/23/2014 10/20/2014 7/15/2014 11/22/2014	Hyatt Place Austin Downtown Southwest - KC to Austin NIC Conf Reg Parking KCI	ADVANCE/AUSTIN P-Card - Accommodations P-Card - Flight P-Card - Conference Reg P-Card - Parking P-Card - Cab Service	\$284.00 \$1,129.15 \$270.60 \$435.00 \$120.00 \$29.30	
6502	5203	Overnight Travel & Meetings	Weir, Eileen N Weir, Eileen N Weir, Eileen N Weir, Eileen N	7/8/2015 10/19/2015 10/23/2015 10/22/2015	Southwest - DC Marriott DC Leg meetings Parking KCI	P-Card - Flight ADVANCE/WASHINGTON DC P-Card - Accommodations Parking Reimbursement	\$2,268.05	
6502	5203	Overnight Travel & Meetings	Weir, Eileen N Weir, Eileen N Weir, Eileen N Weir, Eileen N	11/2/2015 11/3/2015 11/7/2015 11/8/2015	Southwest Nashville NLC Conference Overland Chauffeured Services-KCI to Home Yellow Cab Renaissance Hotel Nashville	P-Card - Flight ADVANCE/NASHVILLE P-Card - Car Service to KCI P-Card - Taxi Service P-Card - Conference Accommodations	\$1,304.17	

6502	5203	Overnight Travel & Meetings	Weir, Eileen N Weir, Eileen N Weir, Eileen N Weir, Eileen N	12/15/2015 MML Conf Reg 2/9/2016 2/11/2016 Double Tree Jeff City 2/10/2016 Fastlane Gas	P-Card - Conference Reg. ADVANCE/JEFF CITY P-Card Accommodations Gas Reimbursement	Trip Total \$1,930.89 \$130.00 MML Legislative Conference \$24.00 MML Legislative Conference \$136.53 MML Legislative Conference \$15.00 MML Legislative Conference \$305.53 \$545.00 National League of Cities, Pittsburgh \$293.96 National League of Cities, Pittsburgh \$209.00 National League of Cities, Pittsburgh \$47.15 National League of Cities, Pittsburgh \$42.26 National League of Cities, Pittsburgh \$936.02 National League of Cities, Pittsburgh -\$30.00 National League of Cities, Pittsburgh -\$21.35 National League of Cities, Pittsburgh \$2,022.04 \$1,200.00 US Conference of Mayors DC \$273.00 US Conference of Mayors, DC \$388.16 US Conference of Mayors, DC \$388.82 US Conference of Mayors, DC
4004	5203	Overnight Travel & Meetings	Weir, Eileen N Weir, Eileen N Weir, Eileen N Weir, Eileen N Weir, Eileen N Weir, Eileen N Weir, Eileen N	5/23/2016 NLC Conf Reg 5/23/2016 Southwest NLC flight 11/15/2016 11/15/2016 PIT Taxi - NLC Pitt 11/19/2016 Z Trip 11/20/2016 Renaissance - NLC Pitt 12/2/2016 12/2/2016	P-Card - Conference Reg. P-Card - Flight ADVANCE/PITTSBURGH P-Card - Taxi Service P-Card - Taxi Service P-Card - Conference Accommodations Reimbursed for room service Reimbursed meal	Trip Total \$2,499.98 \$177.00 Winter Innovation Summit, Salt Lake City \$372.58 Winter Innovation Summit, Salt Lake City \$688.78 Winter Innovation Summit, Salt Lake City \$465.62 Winter Innovation Summit, Salt Lake City \$50.00 Winter Innovation Summit, Salt Lake City \$1,754.98 \$92.00 MML Legislative Conference \$138.03 MML Legislative Conference \$130.00 MML Legislative Conference \$360.03 \$222.00 What Works Cities \$222.00 \$79.00 MML Elected Officials Training \$105.85 MML Elected Officials Training \$130.00 MML Elected Officials Training \$314.85 \$347.90 Legislative Meetings DC \$207.00 Legislative Meetings DC \$982.42 Legislative Meetings DC \$24.43 Legislative Meetings DC \$1,561.75 \$320.00 US Conference of Mayors, Miami Beach \$1,174.41 US Conference of Mayors, Miami Beach \$414.40 US Conference of Mayors, Miami Beach \$40.25 US Conference of Mayors, Miami Beach \$37.50 US Conference of Mayors, Miami Beach \$25.00 US Conference of Mayors, Miami Beach \$25.00 US Conference of Mayors, Miami Beach \$1,500.00 US Conference of Mayors, Miami Beach \$3,536.56 \$295.00 National League of Cities, Charlotte \$917.40 National League of Cities, Charlotte \$453.95 National League of Cities, Charlotte \$1,666.35 \$1,650.00 US Conference of Mayors, Boston \$207.00 US Conference of Mayors, Boston \$755.38 US Conference of Mayors, Boston
4004	5203	Overnight Travel & Meetings	Weir, Eileen N Weir, Eileen N Weir, Eileen N	10/28/2016 US Conference of Mayors 1/18/2017 1/19/2017 St Regis 12/2/2016 Southwest	P-Card - Conference Reg. ADVANCE/WASH DC P-Card - Conference Accommodations P-Card - Flight	Trip Total \$2,499.98 \$177.00 Winter Innovation Summit, Salt Lake City \$372.58 Winter Innovation Summit, Salt Lake City \$688.78 Winter Innovation Summit, Salt Lake City \$465.62 Winter Innovation Summit, Salt Lake City \$50.00 Winter Innovation Summit, Salt Lake City \$1,754.98 \$92.00 MML Legislative Conference \$138.03 MML Legislative Conference \$130.00 MML Legislative Conference \$360.03 \$222.00 What Works Cities \$222.00 \$79.00 MML Elected Officials Training \$105.85 MML Elected Officials Training \$130.00 MML Elected Officials Training \$314.85 \$347.90 Legislative Meetings DC \$207.00 Legislative Meetings DC \$982.42 Legislative Meetings DC \$24.43 Legislative Meetings DC \$1,561.75 \$320.00 US Conference of Mayors, Miami Beach \$1,174.41 US Conference of Mayors, Miami Beach \$414.40 US Conference of Mayors, Miami Beach \$40.25 US Conference of Mayors, Miami Beach \$37.50 US Conference of Mayors, Miami Beach \$25.00 US Conference of Mayors, Miami Beach \$25.00 US Conference of Mayors, Miami Beach \$1,500.00 US Conference of Mayors, Miami Beach \$3,536.56 \$295.00 National League of Cities, Charlotte \$917.40 National League of Cities, Charlotte \$453.95 National League of Cities, Charlotte \$1,666.35 \$1,650.00 US Conference of Mayors, Boston \$207.00 US Conference of Mayors, Boston \$755.38 US Conference of Mayors, Boston
6502	5203	Overnight Travel & Meetings	Weir, Eileen N Weir, Eileen N Weir, Eileen N	1/25/2017 1/27/2017 Salt Lake City Trip - Dollar Rent a car 1/27/2017 Hilton Salt Lake City 1/18/2017 Southwest 12/21/2016 Solitude Ski Resort	ADVANCE/SALT LAKE P-Card - Rental car while travelling P-Card - Accommodations P-Card - Flight P-Card - Event Fee	Trip Total \$1,754.98 \$92.00 MML Legislative Conference \$138.03 MML Legislative Conference \$130.00 MML Legislative Conference \$360.03 \$222.00 What Works Cities \$222.00 \$79.00 MML Elected Officials Training \$105.85 MML Elected Officials Training \$130.00 MML Elected Officials Training \$314.85 \$347.90 Legislative Meetings DC \$207.00 Legislative Meetings DC \$982.42 Legislative Meetings DC \$24.43 Legislative Meetings DC \$1,561.75 \$320.00 US Conference of Mayors, Miami Beach \$1,174.41 US Conference of Mayors, Miami Beach \$414.40 US Conference of Mayors, Miami Beach \$40.25 US Conference of Mayors, Miami Beach \$37.50 US Conference of Mayors, Miami Beach \$25.00 US Conference of Mayors, Miami Beach \$25.00 US Conference of Mayors, Miami Beach \$1,500.00 US Conference of Mayors, Miami Beach \$3,536.56 \$295.00 National League of Cities, Charlotte \$917.40 National League of Cities, Charlotte \$453.95 National League of Cities, Charlotte \$1,666.35 \$1,650.00 US Conference of Mayors, Boston \$207.00 US Conference of Mayors, Boston \$755.38 US Conference of Mayors, Boston
4004	5203	Overnight Travel & Meetings	Weir, Eileen N Weir, Eileen N Weir, Eileen N	2/14/2017 2/15/2017 Double Tree Jeff City 12/7/2016 MML Conference Reg.	ADVANCE/JEFF CITY P-Card - Conference Accommodations P-Card - Conference Reg.	Trip Total \$1,754.98 \$92.00 MML Legislative Conference \$138.03 MML Legislative Conference \$130.00 MML Legislative Conference \$360.03 \$222.00 What Works Cities \$222.00 \$79.00 MML Elected Officials Training \$105.85 MML Elected Officials Training \$130.00 MML Elected Officials Training \$314.85 \$347.90 Legislative Meetings DC \$207.00 Legislative Meetings DC \$982.42 Legislative Meetings DC \$24.43 Legislative Meetings DC \$1,561.75 \$320.00 US Conference of Mayors, Miami Beach \$1,174.41 US Conference of Mayors, Miami Beach \$414.40 US Conference of Mayors, Miami Beach \$40.25 US Conference of Mayors, Miami Beach \$37.50 US Conference of Mayors, Miami Beach \$25.00 US Conference of Mayors, Miami Beach \$25.00 US Conference of Mayors, Miami Beach \$1,500.00 US Conference of Mayors, Miami Beach \$3,536.56 \$295.00 National League of Cities, Charlotte \$917.40 National League of Cities, Charlotte \$453.95 National League of Cities, Charlotte \$1,666.35 \$1,650.00 US Conference of Mayors, Boston \$207.00 US Conference of Mayors, Boston \$755.38 US Conference of Mayors, Boston
6502	5203	Overnight Travel & Meetings	Weir, Eileen N Weir, Eileen N Weir, Eileen N Weir, Eileen N	3/26/2017 Per Diem (What Works Cities Paid Trip) 6/8/2017 6/8/2017 Holiday Inn - Columbia, MO 5/26/2017 MML	ADVANCE/NEW YORK ADVANCE/COLUMBIA P-Card - Accommodations P-Card - Conference Reg.	Trip Total \$222.00 \$222.00 \$79.00 MML Elected Officials Training \$105.85 MML Elected Officials Training \$130.00 MML Elected Officials Training \$314.85 \$347.90 Legislative Meetings DC \$207.00 Legislative Meetings DC \$982.42 Legislative Meetings DC \$24.43 Legislative Meetings DC \$1,561.75 \$320.00 US Conference of Mayors, Miami Beach \$1,174.41 US Conference of Mayors, Miami Beach \$414.40 US Conference of Mayors, Miami Beach \$40.25 US Conference of Mayors, Miami Beach \$37.50 US Conference of Mayors, Miami Beach \$25.00 US Conference of Mayors, Miami Beach \$25.00 US Conference of Mayors, Miami Beach \$1,500.00 US Conference of Mayors, Miami Beach \$3,536.56 \$295.00 National League of Cities, Charlotte \$917.40 National League of Cities, Charlotte \$453.95 National League of Cities, Charlotte \$1,666.35 \$1,650.00 US Conference of Mayors, Boston \$207.00 US Conference of Mayors, Boston \$755.38 US Conference of Mayors, Boston
6502	5203	Overnight Travel & Meetings	Weir, Eileen N Weir, Eileen N Weir, Eileen N Weir, Eileen N Weir, Eileen N	5/19/2017 Southwest - KC to DC 6/13/2017 6/13/2017 DC Trip Mayflower Hotel 6/14/2017 UCC Cab	P-Card - Flight ADVANCE/WASH DC P-Card - Accommodations P-Card - Taxi Service	Trip Total \$1,561.75 \$320.00 US Conference of Mayors, Miami Beach \$1,174.41 US Conference of Mayors, Miami Beach \$414.40 US Conference of Mayors, Miami Beach \$40.25 US Conference of Mayors, Miami Beach \$37.50 US Conference of Mayors, Miami Beach \$25.00 US Conference of Mayors, Miami Beach \$25.00 US Conference of Mayors, Miami Beach \$1,500.00 US Conference of Mayors, Miami Beach \$3,536.56 \$295.00 National League of Cities, Charlotte \$917.40 National League of Cities, Charlotte \$453.95 National League of Cities, Charlotte \$1,666.35 \$1,650.00 US Conference of Mayors, Boston \$207.00 US Conference of Mayors, Boston \$755.38 US Conference of Mayors, Boston
6502	5203	Overnight Travel & Meetings	Weir, Eileen N Weir, Eileen N Weir, Eileen N Weir, Eileen N Weir, Eileen N	6/22/2017 6/26/2017 Fontainebleau US Conference of Mayors 6/26/2017 American Airlines KC to Miami 6/26/2017 Taxi Miami 6/27/2017 KCI Parking 6/29/2017 American Airlines - Bag Fee 6/29/2017 American Airlines - Bag Fee 4/9/2017 US Conference of Mayors	ADVANCE/MIAMI BEACH P-Card - Accommodations P-Card - Flight P-Card - Taxi Service P-Card - KCI Parking P-Card - Bag Fee P-Card - Bag Fee P-Card - Conference Reg.	Trip Total \$3,536.56 \$295.00 National League of Cities, Charlotte \$917.40 National League of Cities, Charlotte \$453.95 National League of Cities, Charlotte \$1,666.35 \$1,650.00 US Conference of Mayors, Boston \$207.00 US Conference of Mayors, Boston \$755.38 US Conference of Mayors, Boston
6502	5203	Overnight Travel & Meetings	Weir, Eileen N Weir, Eileen N Weir, Eileen N	11/8/2017 11/19/2017 Sheraton Charlotte US Conf of Mayors 9/8/2017 Southwest	ADVANCE/CHARLOTTE NC P-Card - Accommodations P-Card - Flight	Trip Total \$1,666.35 \$1,650.00 US Conference of Mayors, Boston \$207.00 US Conference of Mayors, Boston \$755.38 US Conference of Mayors, Boston
4004	5203	Overnight Travel & Meetings	Weir, Eileen N Weir, Eileen N Weir, Eileen N	3/26/2018 Conference Reg. 6/8/2018 6/11/2018 Marriott Copley Place	P-Card - Conference Reg. ADVANCE/BOSTON P-Card - Conference Accommodations	Trip Total \$1,666.35 \$1,650.00 US Conference of Mayors, Boston \$207.00 US Conference of Mayors, Boston \$755.38 US Conference of Mayors, Boston

	Weir, Eileen N	Southwest	P-Card - Flight	\$692.97	US Conference of Mayors, Boston	Trip Total	\$3,305.35
4004	Weir, Eileen N	6/27/2018	ADVANCE/WASHINGTON DC	\$154.00	Legislative Meetings DC		
	Weir, Eileen N	6/28/2018	Mayflower Hotel	\$1,091.75	Legislative Meetings DC		
	Weir, Eileen N	4/10/2018	Southwest	\$532.97	Legislative Meetings DC	Trip Total	\$1,778.72
4004	Weir, Eileen N	9/10/2018	Expense report not turned in yet	\$118.00	MML Annual Conference		
	Weir, Eileen N	9/10/2018	MML	\$547.00	MML Annual Conference		
	Weir, Eileen N	9/19/2018	Hilton Branson Convention Center	\$145.90	MML Annual Conference	Trip Total	\$810.90
4002	Whiting, Christopher R	2/8/2014	ADVANCE/JEFF CITY	\$147.46	MML Legislative Conference		
	Whiting, Christopher R	1/3/2014	MML Legislative Meeting	\$130.00	MML Legislative Conference	Trip Total	\$277.46
6502	Whiting, Christopher R	7/20/2014	ADVANCE/DENVER	\$84.00	NCSL Promoting Healthy Communities		
	Whiting, Christopher R	7/22/2014	Enterprise	\$270.44	NCSL Promoting Healthy Communities		
	Whiting, Christopher R	7/22/2014	Hilton Garden Inn	\$50.00	NCSL Promoting Healthy Communities		
	Whiting, Christopher R	7/20/2014	The Parking Spot	\$26.78	NCSL Promoting Healthy Communities		
	Whiting, Christopher R	7/20/2014	SQ Yellow Taxi	\$70.00	NCSL Promoting Healthy Communities	Trip Total	\$501.22
6502	Whiting, Christopher R	10/30/2014	ADVANCE/ST LOUIS	\$255.00	LAGERS Annual Meeting		
	Whiting, Christopher R	10/8/2014	LAGERS Conference rece	\$100.00	LAGERS Annual Meeting		
	Whiting, Christopher R	10/30/2014	Sheraton Lakeside Chalet	\$109.59	LAGERS Annual Meeting	Trip Total	\$464.59
4002	Whiting, Christopher R	2/10/2015	ADVANCE/JEFF CITY	\$133.65	MML Annual Conference, Jefferson City		
	Whiting, Christopher R	2/13/2015	MML Civic Leadership Banqu	\$130.00	MML Annual Conference, Jefferson City		
	Whiting, Christopher R	2/11/2015	Double Tree, Jefferson City	\$170.94	MML Annual Conference, Jefferson City	Trip Total	\$434.59
6502	Whiting, Christopher R	10/20/2015	ADVANCE/WASH DC	\$84.00	Meetings with Legislators, Washington DC		
	Whiting, Christopher R	8/25/2015	Southwest KC to DC	\$198.00	Meetings with Legislators, Washington DC		
	Whiting, Christopher R	10/21/2015	Holiday Inn	\$274.22	Meetings with Legislators, Washington DC		
	Whiting, Christopher R	10/20/2015	KCI Parking	\$30.00	Meetings with Legislators, Washington DC		
	Whiting, Christopher R	10/21/2015	Car fare to airport	\$46.78	Meetings with Legislators, Washington DC	Trip Total	\$633.00
4002	Whiting, Christopher R	1/21/2016	ADVANCE/JEFFERSON CITY MO	\$133.00	MML Legislative Conference		
	Whiting, Christopher R	1/9/2016	MML	\$130.00	MML Legislative Conference		
	Whiting, Christopher R	2/9/2016	Fairfield Inn & Suites	\$136.52	MML Legislative Conference	Trip Total	\$399.52
4002	Whiting, Christopher R	3/13/2017	American Airlines	\$347.90	Meetings with Legislators, Washington DC		
	Whiting, Christopher R	6/13/2017	DC Trip Mayflower Hotel	\$982.42	Meetings with Legislators, Washington DC		
	Whiting, Christopher R	6/13/2017	Park Air Express	\$27.00	Meetings with Legislators, Washington DC		
	Whiting, Christopher R	6/13/2017	American Airlines	\$50.00	Meetings with Legislators, Washington DC	Trip Total	\$1,407.32
6502	Whiting, Christopher R	11/8/2017	ADVANCE/CHARLOTTE NC	\$236.00	US Conference of Mayors, Charlotte		
	Whiting, Christopher R	11/19/2017	Sheraton Charlotte US Conf of Mayors	\$688.05	US Conference of Mayors, Charlotte		
	Whiting, Christopher R	11/19/2017	Southwest KC to Charlotte	\$456.96	US Conference of Mayors, Charlotte		
	Whiting, Christopher R	11/19/2017	Taxi	\$31.80	US Conference of Mayors, Charlotte		
	Whiting, Christopher R	11/19/2017	KCI Parking	\$36.00	US Conference of Mayors, Charlotte	Trip Total	\$1,448.81

Appendix D: City Counselor's Response

City of Independence

MEMORANDUM

Law Department

DATE: December 10, 2018

TO: **Jordan Ellena, Management Analyst**

FROM: Collin A. Dietiker, Deputy City Counselor on behalf of
Shannon M. Marcano, Acting City Counselor



Collin A. Dietiker

**SUBJECT: Report No. 18-01
Review of City Council's Overnight Travel and
Related Travel Policies**

The Law Department has reviewed the draft report for Report No. 18-01, Review of City Council's Overnight Travel and Related Travel Policies. It is the Law Department opinion that the contents of the draft report will not expose the City to liability. Furthermore, the draft report would not qualify for an executive session discussion before either the Council Audit and Finance Committee or the City Council.

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