

- 1) Comply with all Town travel policies and reimbursement policies
- 2) Check in with Mayor's office as to status of travel budget funds before registering for an event or conference that is more than \$300.

**Suggestions:**

- 1) Each Council Member is allocated around \$1200 per year for going to local conferences, or signing up for local events – in order to go on the Intercity Visit trip (which is every other year) Council Members would need to save some of their annual allotment to go towards this trip. The Intercity Visit has averaged about \$1800 per person. This leaves about \$300 per year for local events if a Council Member wishes to go on the Intercity Visit or some other distant conference.
- 2) Town will purchase a table of seats for 2 events each year – suggestions below:
  - a. NAACP Freedom Banquet – usually in the Fall or MLK Jr Banquet in January
  - b. Chamber State of the Community Event – usually also in the Fall
- 3) Rest of the travel budget is for going to one conference or out of state learning opportunity. Would need to check in with Mayor's office before registering as to status of travel budget for that fiscal year.
- 4) Attending local fund-raising events would not be included in Town covered expenses
- 5) When Council Members are invited to Town sponsored events – these costs would not be taken out of Council Member travel budget.
- 6) Any unspent funds are not transferrable.
- 7) No travel funds can be drawn down from a future fiscal year.