

## **Proposed Policy for Travel, Training & Education – City of Sugar Hill**

This policy establishes guidelines regarding travel for official City business. Travel is contingent upon the availability of funds in the City budget and approved by the appropriate officials (either City Manager or City Council). The travel, training and/or education event should be sponsored by a government entity/professional organization such as, Georgia Municipal Association, Gwinnett Chamber of Commerce, Municipal Gas Authority, Carl Vinson Institute, etc. and be related to the employee's position with the City.

All City employees, Mayor & Council and board members performing governmental functions relating to their City position for the City of Sugar Hill are subject to the provisions of this policy.

1) All travel within the State of Georgia must be by automobile. Travel for City business will be paid per mile at the mileage reimbursement rate set by the IRS. The mode of transportation used should be the most reasonable, convenient and economical available, either personal vehicle or City vehicle. Lodging expenses will be reimbursed by the City. The City Clerk's office manages event registration fees and hotel expenses for the City Manager, Mayor & Council members. Expenses for lodging reserved by the employee will only be reimbursed when lodging is booked based on the most economical, reasonable & convenient means available. Reimbursement covers the nights the event occurs. The employee is required to inquire about the government rate for lodging or renting a vehicle. All expenses to be reimbursed (lodging, registration fee, rental vehicle if applicable and gas) must be accompanied by a receipt.

2) Travel, training and/or education which requires a flight out-of-state must be either: approved by the City Council or prior notice given to the Council at least 2-4 weeks in advance. Airfare for a basic, economy, or main seat on a flight will be paid by the City. The additional expense of either comfort, business or first class will be the responsibility of the employee.

3) All department heads must provide a report to the City Manager with a summary of: where the travel was, for what purpose, and to include the benefit of the seminar/conference/meeting. If an employee within a department travels, he or she should provide a report to the dept. head, who in turn, can provide this report to the City Manager. This report must be included by the City Manager as part of his monthly report at the Council Meeting.

4) The City Manager, Assistant City Manager, City Clerk, Mayor & Council Members will also be responsible for providing a travel summary as part of their monthly council report.

5) Mayor & Council must be informed of anyone who attends a training/education session, the location and what type of certificate was earned. City Manager will include this in his monthly report to the Council.

6) Any board member who completes a travel, education and/or training session must also submit a summary report to the City Manager to be included in his monthly report to the Council.