

**TOWN OF SCARBOROUGH  
TOWN COUNCIL TRAVEL POLICY  
ADOPTED BY TOWN COUNCIL  
FEBRUARY 18, 1998  
AMENDED APRIL 19, 2000**

**Council Policy for Conference/Workshop Expenditures  
April 19, 2000**

From time to time members of the Town Council are expected to attend workshops or conferences related to their roles as elected representatives of the citizens of Scarborough. Participation at these events will be with the prior knowledge of the full Council and the costs will be covered within the current municipal budget.

Expenditures may include: associated travel costs (long distance and local), registration fees, lodging, meals, tips, publications and other reasonable costs associated with the event. Materials purchased will remain the property of the Town.

Some costs will be handled by Councilors personally with the expectation that reimbursement will be made by the Town.

Two methods are available to the Councilors for reimbursement:

1. **Request for Advance Payment:** If desired a Councilor may submit a Request for Advance Payment based on a detail of estimated expenditures. In this case a reconciliation of the Advance will be completed by the Councilor, including all receipts, and submitted to the Manager's Assistant within 60 days after the event. If the expenditures exceed the amount of the advance the Town will reimburse the difference to the Councilor within 20 days of receipt of the reconciliation. If expenditures are less than the amount of the advance the Councilor will reimburse the Town within 20 days of submission of the reconciliation. NOTE: If receipts are not submitted within 60 days of the event, the amount of the advance will be reported as personal income to the Councilor per IRS regulations.
2. **Reimbursement:** A Councilor may elect to cover related costs and submit all receipts after the event for reimbursement. Requests for reimbursement must be made within 60 days after the event. Reimbursement will be made by the Town within the same 20-day period as described above. Requests for reimbursement must be completed no later than 30 days after the end of the fiscal year in which the expenditure was incurred.

Reasonable attempts will be made to secure accommodations and long distance travel fares at competitive rates for the location of the conference/workshop. Councilors are encouraged to take advantage of early registration rates when possible. When meals are included in registration fees paid the Town will not reimburse for these same meals unless scheduling conflicts did not allow

the Councilor to take advantage of the included meals. Alcohol is not a reimbursable expense.