

# Travel Policy Updates

# **The Council gets to hammer this draft into your ideal policy**

STAFF PROVIDES A DRAFT BASED ON NOTES AND PAST  
FEEDBACK TO KICK OFF THE DISCUSSION

## 13 pages?!

There's a lot of detail! Not as much as the literal reference manuals you'll find governing federal travel policies, but enough to give the Council lots of options to choose what you think is important to include.

The goal is for these details to:

- provide clear information;
- reduce ambiguity;
- give Council Members complete information to make decisions; and
- help avoid surprises.

# **There's a little more wiggle room than federal policies.**

Some Federal policies (but not laws) have bright lines that preclude the acceptance of even very basic courtesy gestures.



# Policy Intersectionality

There's a lot of convergence with existing Council, City, State, and Federal policy topics, including:

- Salt Lake City Policies and Procedures Manual
- Gift laws and policies
- Utah Open and Public Meetings Act (OPMA)
- Ethics statutes and policies
- Conflict of interest laws and policies
- Council's code of conduct

This draft distinguishes between travel to larger conferences with low risk of conflicts with OPMA, and meetings that are closely tied to issues that will come before the City Council and need caution to adhere to OPMA and other State and City laws and policies.

# Policy Overview

# Eight Sections

1. **Policy basis:** the premises the policy is presumed to be built upon
2. **Purpose:** the reason for the policy
3. **Ethics Statement:** affirms the Council's commitment to ethical conduct and recognizes the link between this policy and legal constraints re: ethics
4. **Definitions:** defines words and jargon used within the policy
5. **Policy:** gives guidance on what kind of travel is supported, under what conditions, expectations on making the best use of taxpayer-funded travel
6. **Travel expenses:** outlines *what* is appropriate to be paid for by *whom*, including gratuities and reimbursement procedures.
7. **Accountability:** affirms the travel policy's interdependence with the code of conduct, and outlines remedies for non-compliance.
8. **Implementation:** identifies how Council Members can become familiar with the policy, like inclusion in new member orientations and annual review.

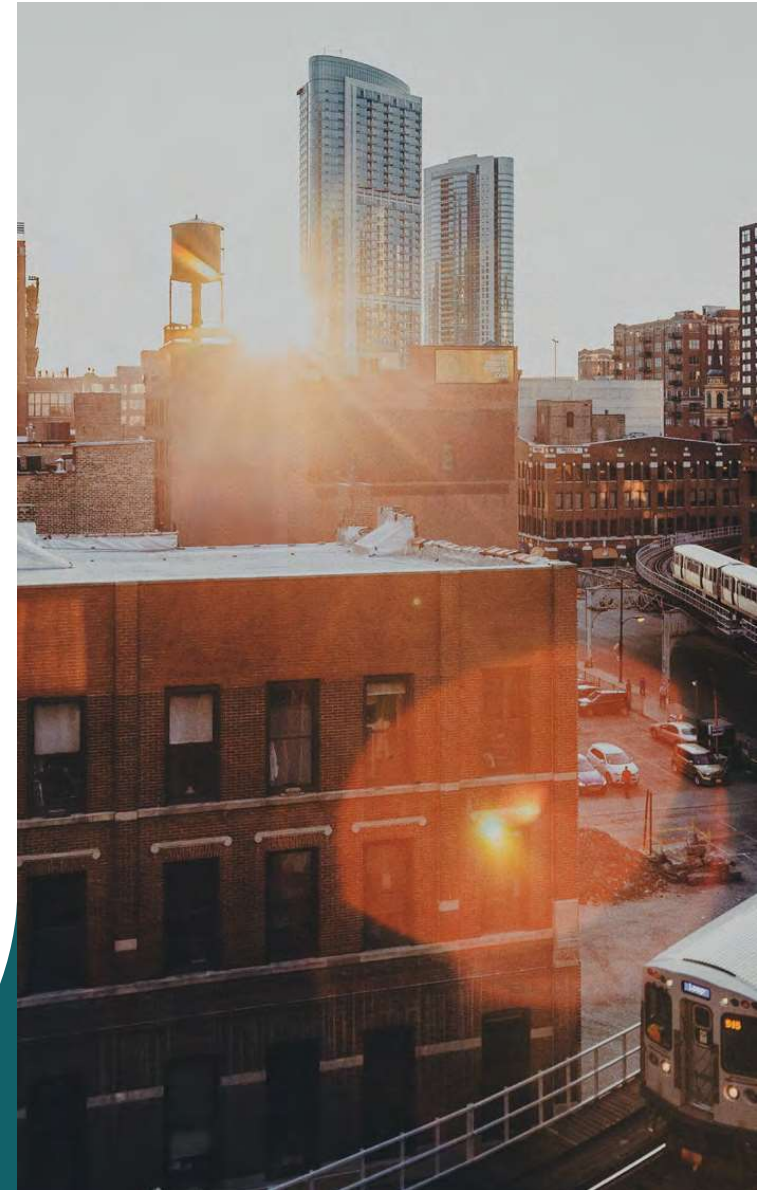
# Changes Part I

- Most of it. Almost the whole policy.
- Housekeeping updates to reflect actual practices, which includes combining two separate sections of the Council Policy manual, and expanding the list of preapproved conferences.
- Sections 1-4 identifying and laying the groundwork and ethical framework for the policy and expectations for the benefits of travel opportunities
- The original policy affirmed the Salt Lake City Policies & Procedures manual; the new policy still affirms it, but also includes specific excerpts that are particularly relevant to Council Office-funded travelers, and identifies areas where Council Policy takes precedence.
- OPMA considerations
- Addition of international travel circumstances



## Changes Part 2

- Guidance on gratuities, group meals and travel, and specific information on what is (and isn't) reimbursable
- Specifies the process for Council Office-funded travelers to bring guests, and expectations
- Delegates financial responsibility for last-minute changes or costs above a certain threshold to travelers
- Specifies publicly accessible records and necessary documentation for transparency
- Addition of accountability and implementation sections



**Thank you**