

a **Board of Estimates Approval for Third** AM-239-1-2
m **Party Funded Travel**

Travel by an elected official for City business paid for, in whole or in part, by a third party must be disclosed and approved by the Board of Estimates if any of the following circumstances pertain:

- The value of the travel expenses paid for by the third party exceeds \$100.
- The total value of the travel including that paid for by a third party and by the City combined exceeds \$800.
- The travel takes the elected official outside the City for 7 or more consecutive days.
- The travel is outside of the lower 48 states.

Travel that is funded by the elected official or by an elected official's spouse, parent, child or sibling ("immediate family") need not be disclosed to nor approved by the Board of Estimates.

The disclosure is to be made by filing with the clerk of the Board of Estimates the purpose of the travel, the destination, the identity of the third-party payer, and the cost of the travel. Reimbursements, if any, by the City should be done in a manner prescribed by the Department of Finance, Accounting and Payroll Services, Accounts Payable Unit.

The first failure of an elected official to make a timely disclosure shall result in a letter of reprimand from the Board of Estimates. Subsequent failures in the same calendar year shall result in fines starting at \$100 and increasing by \$100 for each successive failure to disclose. The elected official who is the subject of any such action shall be advised of the proposed action and have an opportunity to contest it with the Board of Estimates before the action is imposed. For good cause shown, the Board of Estimates may waive a penalty, as or after it is imposed.

Travel for personal reasons or for political purposes is not covered by this policy.

Elected officials should ensure compliance with the City's Public Ethics Law for any travel paid for in whole or in part by a third party who is not in the elected official's immediate family.

RELATED POLICIES

AM-239-1 Elected Officials Business Expenses
AM-239-1-1 Out-of-Town Travel by Elected Officials