

AN ADMINISTRATIVE REGULATION
INITIATING AND REGULATING A TRAVEL POLICY FOR
DEPARTMENT HEADS/SUPERVISORS AND ALL OUT-OF-STATE TRAVEL

Section 1. Purpose

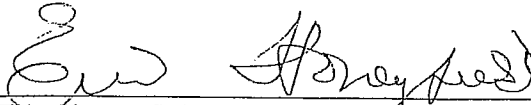
The purpose of this regulation is to establish and formalize the City's travel policy for all department heads/supervisors and all out-of-state travel.

Section 2. Policy

Authorization by the City Manager must be obtained **prior** to any travel arrangements being made in the following situations:

- All out-of-state travel
- All travel involving a department head/supervisor
- All travel exceeding two employees per event

Travel arrangements made without City Manager authorization will be the financial responsibility of the initiating employee.


Eric Honeyfield, City Manager

2/25/08
Date