

KENTUCKY LEAGUE OF CITIES EXECUTIVE BOARD

CITY OFFICIAL EXPENSE REIMBURSEMENT POLICY FOR REGIONAL AND NATIONAL MEETINGS

In General

The Kentucky League of Cities (KLC) recognizes that service on National League of Cities (NLC) and other national organization boards and committees can produce significant benefits not only for the individual city official and his or her particular city, but for Kentucky cities generally. In light of this, KLC encourages its member city officials to seek such positions and frequently nominates officials to positions on NLC and other national organization boards and committees. Cost can, however, be a significant deterrent to service, since Kentucky city governments rarely have the financial resources to fully underwrite the associated costs.

In order to promote this beneficial activity, KLC will reimburse city officials, or their city, in accordance with the conditions and limitations set forth in this policy, for certain expenses incurred in attending meetings of eligible boards and committees. When representing the Kentucky League of Cities at national or regional meetings, all appropriate business-related expenses for the KLC President will be reimbursed.

Conditions and Limitations Applicable to the Reimbursement of Expenses

Expenses will only be reimbursed in connection with attendance at meetings of eligible boards and committees and only when KLC has endorsed, supported or played an active role in the selection or nominating process for a position on the board or committee.

Upon written request made by a member city official, KLC will reimburse the city official, or the official's city, for all direct expenses actually incurred in attending meetings of eligible boards and committees. For purposes of this policy, the term "direct expenses" means expenses for transportation, lodging, per diem meals, registration fees, and costs directly and necessarily incidental to these costs and, unless otherwise set forth in this policy, shall be reimbursed in accordance with the KLC Travel and Business Expense Reimbursement Policy adopted by the Executive Board. If a personal motor vehicle is used for transportation, mileage will be reimbursed at the rate currently in effect for KLC employees, up to a maximum of \$500 unless prior approval is obtained by KLC Executive Management. The cost of airfare is limited to the cost of a coach ticket, not to exceed \$500 unless prior approval is obtained by KLC Executive Management.

All requests for reimbursement of expenses must be accompanied by receipts showing, at a minimum, the amount expended, the date of the expenditure, and the purpose of the expenditure. NO EXPENSE WILL BE REIMBURSED WITHOUT A RECEIPT.

In order to receive reimbursement, the city official must comply with the attendance policy that applies to the particular board or committee and the official must provide KLC with copies of all substantive written materials that are distributed to board or committee members and/or a summary of the issues and topics discussed during the meeting.

KLC will not reimburse any expense that is subject to reimbursement by the sponsoring organization.

KLC encourages participation in leadership positions from a variety of cities and to ensure that city officials pursue other leadership roles within national organizations, KLC reserves the right to use its discretion in nominating a city official to the same position within a national organization in consecutive years.

Eligible Boards and Committees

Expenses related to service as a member on the following boards and committees may be reimbursed:

1. NLC Board

KLC will reimburse member city officials, or their cities, for expenses incurred in connection with attendance at NLC Board meetings; provided that the maximum reimbursement for expenses incurred in connection with attendance at NLC Board meetings held in conjunction with the Congressional City Conference and the Annual Congress of Cities Conference shall be \$500.

2. NLC Steering Committee

KLC will reimburse member city officials, or their cities, for expenses incurred in connection with attendance at NLC Steering Committees (including the Small Cities Council); provided that the maximum reimbursement for expenses incurred in connection with attendance at NLC Board meetings held in conjunction with the Congressional City Conference and the Annual Congress of Cities Conference shall be \$500.

3. NLC Task Forces

Reimbursement for expenses incurred by member city officials in connection with attendance at meetings of NLC special committees or task forces will be considered by the KLC Executive Board on a case-by-case basis considering such things as the general benefit of the special committee or task force to Kentucky cities and the expected cost of such service.

4. Other National and/or Regional Organization Boards and Committees

Reimbursement for expenses incurred by member city officials in connection with service as a member or participant on a board or committee of other national organizations, such as the U.S. Conference of Mayors, will be considered by the KLC Executive Board on a case-by-case basis considering such things as the general benefit of the service on the board or committee to Kentucky cities and the expected cost of such service.