



# CITY OF ARVADA CITY COUNCIL POLICY

---

Authorized by City Council: Resolution R14-063

Policy No. 300.3  
Page 1 of 1

Effective date: April 21, 2014

Revision date: \_\_\_\_\_

**TITLE:** Sister Cities International Travel

**PURPOSE:** The purpose of this policy is to set forth the conditions under which international travel will be authorized and travel expenses reimbursed for council members to participate in international travel in furtherance of the goals of Arvada Sister Cities International.

**POLICY:** It is the policy of the City Council that requests for international travel by council members in furtherance of the goals of Arvada Sister Cities International shall be authorized on an individual basis.

**DEFINITIONS:** Expenses shall mean amounts of money spent to pay for goods and services relating to Council-related conferences, meetings, training and other official duties.

**PROCEDURE:**

- a. A council member who is nominated to travel to a foreign country as a city representative to an authorized Sister City shall request authorization in a regular or special meeting of the council. It is expected that the request for authorization will be supported by a written statement of the rationale for the trip and the expected benefits to the city. There shall be a motion and recorded vote on the request.
- b. A council member who is authorized to represent the city at an international Sister City location may request partial or full reimbursement of travel expenses for the trip. There shall be a motion and recorded vote on the request.