

**M** Management Committee  
For the Metropolitan Council meeting of June 10, 2009

**ADVISORY INFORMATION**

**Date Prepared:** May 20, 2009

**Subject:** Revision of Travel and Meeting Reimbursement Policy (3-3-2)

**Proposed Action:**

That the Metropolitan Council approve revision of the Travel and Meeting Reimbursement Policy as outlined to redefine local travel as required business travel that does not include an overnight stay.

**Summary of Committee Discussion / Questions:**

Mary Bogie presented this action item to the committee requesting a change to the definition of local travel for business purpose.

The proposed action passed unanimously, without discussion.

# M Management Committee

Business Item

Item:2009-177

Meeting date: May 13, 2009

## ADVISORY INFORMATION

**Date:** May 7, 2009  
**Subject:** Revision of Travel and Meeting Reimbursement Policy  
**District(s), Member(s):** All  
**Policy/Legal Reference:**  
**Staff Prepared/Presented:** Mary Bogie, 651-602-1359  
**Division/Department:** Regional Administration/Fiscal Services

### Proposed Action

That the Metropolitan Council approve revision of the Travel and Meeting Reimbursement Policy as outlined to redefine local travel as required business travel that does not include an overnight stay.

### Background

The Council reimburses employees for authorized travel and meeting expenses incurred while performing official Council business. Required documentation must be provided for each occurrence.

### Rationale

Local travel used to be defined as travel within the seven county metropolitan area only. Any travel outside the metro area would require Out-of-Area Travel authorization by the Regional Administrator.

The revised policy re-defines local travel as any Council-related travel that does not require an overnight stay. Council staff are frequently required to attend meetings with local authorities and communities outside the metro area.

### Funding

No Impact

### Known Support / Opposition

None.