

### **Draft International Travel Policy for Protocols Section 4.3:**

(Draft for Policy and Services Committee Discussion at October Committee Meeting)

For context, here is the existing language about Council member and Board/Commission travel. There is reference to the citywide travel policy and then the paragraph below with items unique to the City Council, Boards, and Commissions. Existing language in Protocols Section 4.3:

#### **4.3 Council and Boards and Commission Travel Policy**

Council member travel expenses and reimbursements will adhere to the Citywide Travel Arrangements and Expense Reimbursement Policy (Administrative Policy 1-02/ASD)

This policy is set by the City Council and applies to Council members and to Board and Commissions members. In reimbursing travel and miscellaneous expenses, a municipal purpose requiring the expenditure of public funds must be in evidence; also, in accordance with the Charter and Municipal Code, such expenditures must be from authorized appropriations. Council members are limited to six (6) times per year for travel reimbursements, subject to budget availability. Council member travel will be approved by the Mayor.

The additional language proposed based on Policy and Services Committee prior discussion on international travel would be the following (highlighted text are the clauses previously recommended by Policy and Services Committee in April 2023):

#### *Travel Related to Sister Cities, Sibling City, or shared interests with another city abroad*

Given the City's relationship with many Sister Cities and a Sibling City, there may be a need to send a Palo Alto delegation to another city abroad or within the United States related to Sister Cities, Sibling City, or shared interests between Palo Alto and another city abroad. The following will apply when a Council member travels abroad or domestically on behalf of the City as part of Sister City, Sibling City, or shared interests efforts. Note, such a trip would count towards the six (6) total trips cap described above.

The proposed travel must include an approved Pre-Travel Authorization Request for travel that explains how the travel will advance the City's interests or policy/Council objectives and a consideration of cost/value relationship of the trip. The request should also explain why virtual attendance is not effective in that circumstance. The Council will be reasonable for ensuring that visits to any one city will be reasonably spaced apart. The Pre-Travel Authorization Request will be approved by the Mayor. If the Mayor is the requested traveler, the request will be approved by \_\_\_\_\_.

#### *Funding*

Annually, the total amount the City Council will budget for international and domestic travel related to Sister Cities, Sibling City, or shared interests between Palo Alto and another city abroad will be capped at \$40,000. This funding will be distributed equitably amongst Council Members who meet the guidelines above and express an interest to travel.