

Councilperson Mota's Proposals – for discussion and future legal service requests:

Major Issues: SOPs don't apply to elected officials; appropriateness of travel and expenses, no reporting requirements that includes justifications and costs, need clear budgetary allocations – perhaps connected to travel reports.

SOPs should apply equally to employees and elected officials.

What policies might be established and how should they be established.

Reporting requirements: Consider requiring reporting of travel – costs, who, purpose, etc. and have the controller to post travel reports on controller's site.

What is the status of AIM regulations applicability.

What is best way to do this? Amend the code.

Can we get a copy of the opinion that exempts the mayor (and elected officials) from following the AIMS.

Other Cities policies:

Policies on Mayors' Travel

Mayors' travel policies generally follow a combination of **budgetary allocations, approval requirements, and cost-reduction principles** to ensure expenses are necessary, reasonable, and in the public interest.

1. Budget-based allocations

Many cities set an **annual travel and training budget** for the mayor and council members, approved as part of the fiscal year budget. This allocation covers allowable travel and training costs, with a **pooled fund** available if individual allocations are exhausted before year-end [City of Wilmington, NC](#).

2. Approval and oversight

- **Mayor's approval** is required for exceptions to standard travel policy [City of Wilmington, NC](#).
- In some jurisdictions, the **Audit Committee** or **City Council** must approve exceptions [City of Wilmington, NC](#).
- Agencies or mayoral offices often designate a **Travel Officer** to review and certify travel requests, ensuring compliance with personnel regulations and cost-control measures [Electronic District Personnel Manual](#).

3. Purpose and eligibility

Travel is generally allowed for:

- Official city business (e.g., meetings, conferences, state/federal events)
- Training or professional development that benefits city operations
- Emergency situations that interrupt other allowable trips [Electronic District Personnel Manual+1](#)

4. Cost-control and standards

Mayors and their staff are expected to:

- Avoid unnecessary or luxury accommodations
- Minimize delays, cancellations, and excess costs
- Exercise the same care as a prudent person traveling on personal business [City of Wilmington, NC](#)

5. Reimbursement and accountability

- Expenses must be **pre-approved** where required, with written justification [Office of the New York City Comptroller](#).
- Agencies must file internal control statements and maintain compliance with cost-limiting policies [Office of the New York City Comptroller](#).
- Any costs above the allowable allocation are the traveler's responsibility [City of Wilmington, NC](#).

6. Examples from practice

- **Wilmington, NC:** Mayor and council members can travel within or outside the state for official duties, training, and certain events, with annual budget allocations and pooled funds for emergencies [City of Wilmington, NC](#).
- **District of Columbia:** Travel must support district business, training, or emergencies; agencies must designate a Travel Officer and follow Chapter 40 personnel regulations [Electronic District Personnel Manual](#).
- **New York City:** Travel, meals, and lodging are governed by Directive #6, requiring prior approval, cost ceilings, and adherence to internal control standards [Office of the New York City Comptroller](#).

Key takeaway:

Mayors' travel policies typically combine **budgetary limits, pre-approval requirements, cost-reduction expectations, and oversight by the mayor's office or city council** to ensure public funds are used efficiently and transparently.

[Allentown City Council debates proposed resolution requiring audit of mayor's travel expenses | Allentown Area | wfmz.com](#)

[AIM REGULATIONS](#)