



Austin Utilities Elected Official Travel Policy

Purpose

The purpose of this policy is to establish clear guidelines for travel by elected officials of Austin Utilities in connection with official duties, ensuring responsible use of public funds and compliance with Minnesota law.

Scope

This policy applies to all elected members of the Austin Utilities Board of Commissioners when traveling for official business, including conferences, training, meetings, and other events related to their roles.

General Guidelines

1. Approval Requirements

- All out of state or overnight travel must be approved in advance by a recorded vote of the AU Board of Commissioners at a public meeting.
- The approval must include:
 - Purpose of the travel
 - Estimated costs
 - Confirmation of budget availability as approved within AU's yearly travel budget

2. Eligible Travel Purposes

- Attendance at workshops, conferences, or training relevant to utility operations or governance.
- Networking with other utility officials or government representatives.
- Site visits to facilities similar to those operated or considered by Austin Utilities.
- Representation of Austin Utilities in legislative or regulatory matters.
- Participation in goodwill or partnership-building activities if approved.

3. Expense Reimbursement

- Reimbursement is limited to reasonable and necessary expenses:
 - Transportation (coach airfare, mileage at IRS rate, rental cars if justified, taxi, ride share service (Uber, Lift, etc.) and transit service.)
 - Lodging
 - Meals (per diem based on IRS rates)
 - Registration fees
 - Incidental expenses (e.g., parking, internet access)
- No reimbursement for:
 - Alcohol
 - Travel of family members
 - Events affiliated with political parties
 - Recreational expenses

4. Documentation

Original itemized receipts are required for all reimbursable expenses. Expense reports must be submitted within 30 days of travel completion to the Administrative Coordinator.


5. Advance Payments

Advance payments for airfare, lodging, and registration may be made if approved by the Board.

6. Public Inspection

This policy and any amendments shall be available for public inspection. All changes must be approved by a recorded vote of the AU Board of Commissioners.

Approved:  Date: 2-17-26
Dan Ulland, Employee Relations Director

Approved:  Date: 2/17/26
Tom Dankert, General Manager

Approved:  Date: 2/17/26
President, AU Board of Commissioners