City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:	November 3, 2025	Staff Member/Dept:	Jade Riley – Administration

Agenda Item:	Recommendation to adopt Resolution 25-023 (Travel Policy for Elected Officials)

Recommended Motion:

- Motion – Option #1: "I move to adopt Resolution 25-023 as presented."
- Motion – Option #2: "I move to adopt Resolution 25-023 with the following changes _____."

Reasons for Recommendation:

- The Mayor and City Council as elected officials are not considered employees of the city and thus are not bound by travel policies contained in the Employee Handbook.
- City Council Members have expressed interest in memorializing a process to approve/review elected travel requests.
- The recommended resolution memorializing the policy outlines three areas
  - Budget allocation per elected
  - Pre-travel approval process
  - Reimbursement process

Sustainability Impact:

NA

Financial Impact:

During the annual budget process, funds ($15,000) are allocated to Mayor and City Council travel for FY2026.

Attachments:

1. Resolution #25-023
2. Travel Reimbursement Form

CITY OF KETCHUM RESOLUTION 25-023

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KETCHUM, IDAHO, TO APPROVE AND ADOPT ELECTED OFFICIAL TRAVEL POLICIES AND PROCEDURES.

WHEREAS, the use of "travel" encompasses flights, mileage, registration, fees, lodging, per diem, etc., pertaining to the official attendance to a conference, meeting, or seminar.

WHEREAS, official city travel to conferences is an important component for elected officials to carry out their policy setting duties.

WHEREAS, elected officials are not considered employees and therefore are not bound by the travel policies outlined in the Employee Handbook.

WHEREAS, this resolution seeks to outline a uniform process for the approval to travel for meetings or conferences and seek reimbursement pertaining to the Mayor and City Council.

Section 1. Budget Allocation

Following the annual budget process, the amount allocated for Mayor and City Council travel shall be divided evenly by each member for planning purposes. Should an elected choose not to utilize their allocated travel amount, the other members may request utilization.

Section 2. Approval Process

A. Prior to booking travel arrangements, each elected member will complete a travel request form (Attachment 1). The travel request will be placed on the consent agenda of the next scheduled Council meeting for approval.
B. Should the travel request be urgent, the following approval process shall occur:
    - Council Member travel: Mayor will review/approve and inform other members via email.
    - Mayor travel: Council President will review/approve and inform the City Council members.

Section 3. Reimbursement

The Mayor and City Council will be bound by the same reimbursement policies outlined in the Employee Handbook.

Section 4. Directing the City Clerk

The City Clerk is hereby directed to file this Resolution forthwith in the official records of this City.

Section 5. Effective Date

This resolution shall be in full force and effect upon its passage.
PASSED AND ADOPTED by the Council of the City of Ketchum this 3rd day of November, 2025.

____

Neil Bradshaw, Mayor

ATTEST

____

Trent Donat, City Clerk

City of Ketchum
City Hall

City of Ketchum Travel Expense Approval and Reimbursement Voucher

Elected Name: ______________________________

Department: Legislative

GL Account Code: 01-4110-4910

Reason for Travel: ______________________________

Travel Location: ______________________________

Travel Date from: __________ **to:** ________________

Description of Expense	Paid for with City Credit Card or Direct Billing	Direct Billed to City	Travel Reimbursement
Airfare			
Mileage			
Vehicle Rental Fee			
Conference Registration			
Hotel Per Diem			
First Day Meals Incidentals Per Diem			
Full Day Meals Incidentals Per Diem			
Final Day Incidental Per Diem			
Other:			
TOTAL			

Total requested for reimbursement: ________________________

(Attach all itemized receipts for other reimbursement. City does not reimburse for alcohol)

Signature: ____ Date: __________

Mayor/Council President Approval: __________________________ Date: __________

Submit completed form and itemized receipts to Accounts Payable.