



**TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE REPORT**

MEETING DATE: 02/24/2026

ITEM NO: 3

DATE: February 24, 2026
TO: Council Policy Committee
FROM: Chris Constantin, Town Manager
SUBJECT: Review the Elected Official Travel and Expense Policy 2-03 and Provide Direction on Potential Updates

RECOMMENDATION:

Review the Elected Official Travel and Expense Policy and provide direction on potential updates.

BACKGROUND:

The Elected Official Travel and Expense Policy 2-03 establishes guidance for elected officials regarding travel, reimbursement, and related expenditures. The policy addresses both high-level principles, such as authorization, compliance, reporting obligations, and non-reimbursable expenses, as well as detailed operational instructions covering lodging, meals, per diem allowances, procurement card use, transportation, documentation, and reimbursement processes.

A review of this policy was added to the Policy Committee's workplan to provide an opportunity to identify ways to streamline the policy, improve operational efficiency, and ensure clarity regarding budget oversight and management. The Committee also expressed interest in reviewing how the policy interacts with the Council's budget, including annual travel limits, funding availability, to ensure that expenditure remains consistent with budgeted allocations.

DISCUSSION:

The policy satisfies state law and accountability requirements; however, its length and level of detail can make it difficult for elected officials and staff to quickly identify key rules and responsibilities. Many of the procedural elements are operational in nature and could be more appropriately managed in a separate administrative procedures document. Streamlining the

PREPARED BY: Wendy Wood
Town Clerk

Reviewed by: Town Manager, Assistant Town Manager, and Town Attorney

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Council-level policy to retain only high-level guidance such as purpose, scope, guiding principles, approval authority, budget limitations, compliance and reporting obligations, and non-reimbursable expenses would improve clarity and usability. Detailed operational procedures, including travel planning, lodging, meals, and per diem, procurement card use, transportation, documentation, claims, and other administrative processes, could then be incorporated into a separate Administrative Travel Procedure Manual.

Separating Council-level policy from administrative procedures would improve clarity and readability for elected officials and the public. It would also allow staff to update operational procedures as needed without requiring full Council approval, while ensuring consistent application of travel and reimbursement practices. This approach maintains compliance with state law, budgetary requirements, and Town accountability standards.

In addition, reviewing how the policy interacts with budgeting provides an opportunity to assess whether current annual limits and approval requirements provide sufficient fiscal oversight and align with Town Council program budgets.

CONCLUSION:

Staff is seeking Policy Committee feedback and direction regarding the Elected Official Travel and Expense Policy. Specifically, the Committee's guidance is requested on whether to retain high-level principles in the Council-level policy, move detailed operational procedures to a separate Administrative Travel Procedure Manual, and review budget-related processes to ensure alignment with budget allocations and oversight requirements. Based on the Committee's direction, staff will prepare draft streamlined policy language and administrative procedures for subsequent Committee and Council review.

COORDINATION:

The preparation of this report was coordinated with the Town Manager's Office and the Town Attorney.

Attachments:

1. Current Elected Official Travel and Expense Policy 2-03