

## La Crosse International Committee Annual Spending Guidelines

### January 1-December 31

The Committee requests City funds to support sister cities and international relations. Proposals by Sister City Organizations or other persons to spend budgeted city funds need to be reviewed by the City International Committee, recommended to the Mayor, and, if over \$1,000, to the Finance and Personnel Committee of the City Council. Please note that requests over \$1,000 may take up to 3 months.

Requests must be made in writing 30 days ahead of the funding and sent to the Committee President. These guidelines are based on an approved budget and the expectation that a good faith contribution will be made by the requesting group.

	Local or Incoming Visits	Visits Abroad
Gifts:	<ul style="list-style-type: none"> <li>Local Subgroups will supply.</li> </ul>	<ul style="list-style-type: none"> <li>May approve up to \$250 for gifts from the mayor.</li> </ul>
Meals:	<ul style="list-style-type: none"> <li>May approve up to \$500 for an official reception/dinner with the guest and city officials.</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable.</li> </ul>
Hotel Costs:	<ul style="list-style-type: none"> <li>May approve lodging for official representatives up to \$500.</li> </ul>	<ul style="list-style-type: none"> <li>Included in travel expenses.</li> </ul>
Travel:	<ul style="list-style-type: none"> <li>Sister City events within the U.S. up to \$1000.</li> </ul>	<ul style="list-style-type: none"> <li>May approve airfare and other transportation related as follows:               <ul style="list-style-type: none"> <li>The Mayor will be reimbursed up to \$1,500</li> <li>A City Council Member may reimbursed up to \$750</li> <li>A member of the International Committee or other <u>official representative designated by the mayor</u> may receive up to 1/3 of the total travel up to a maximum of \$750, whichever is less.</li> </ul> </li> <li>Only one official delegate may be reimbursed, in addition to the Mayor. After the Mayor, the priority for reimbursement is:               <ol style="list-style-type: none"> <li>City Council Member</li> <li>International Committee Member</li> <li>Other individual designated by the Mayor.</li> </ol> </li> </ul>
Miscellaneous	<ul style="list-style-type: none"> <li>Up to \$500</li> </ul>	<ul style="list-style-type: none"> <li>Up to \$500</li> </ul>
Maximum:	Each official visit is capped at no more than \$1,000 - all expenses. Sister City Committees may apply for more for special celebrations, such as a major anniversary.	Travel is capped at \$750.