

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 reimbursements 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. **All receipts need to be submitted to the City by December 15th in order to guarantee reimbursements are reconciled.**

	Local or Incoming Visits	Visits Abroad
Gifts:	<ul style="list-style-type: none"> Local Subgroups will supply. 	<ul style="list-style-type: none"> May approve up to \$250 \$100 / \$75 for gifts from the City.
Meals:	<ul style="list-style-type: none"> May approve up to \$500 \$300 / \$250 for an official reception/dinner with the guest and city officials. 	<ul style="list-style-type: none"> Not applicable.
Hotel Costs:	<ul style="list-style-type: none"> May approve lodging for official representatives up to \$500 \$300 / \$200. 	<ul style="list-style-type: none"> Included in travel expenses.
Travel:	<ul style="list-style-type: none"> Sister City events within the U.S. up to \$1000 \$750 and only for Sister City Representatives . No travel costs available if we continue membership with SCI. 	<ul style="list-style-type: none"> May approve airfare, other transportation, and lodging for an International Committee Member or other Sister City Representative up to \$750 / \$500. as follows <ul style="list-style-type: none"> The Mayor will be reimbursed up to \$1,500. A City Council Member, member of the International Committee, or other official representative designated by the mayor may be reimbursed a maximum of \$750. 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"> International Committee Member or other Sister City representative City Council Member Other individual designated by the Mayor.
Miscellaneous	<ul style="list-style-type: none"> Up to \$500 	<ul style="list-style-type: none"> Up to \$500
Maximum:	Each official visit is capped at no more than \$1,000 \$750 / \$500 - all expenses. Sister City Committees may apply for more for special celebrations, such as a	<ul style="list-style-type: none"> Travel is capped at \$750 / \$500 for an official representative other than the Mayor.

	major anniversary.	
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Proposed July 24, 2017