

# La Crosse International Committee Annual Spending Guidelines for Official Sister City Delegations January 1-December 31

## Part I: Sister City Visits

The Committee requests City funds to help support official sister city activities with their own efforts of representing the City of La Crosse. 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.

The International Committee strongly encourages those seeking funds to identify other funding sources first.

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 15<sup>th</sup> in order to guarantee reimbursements are reconciled.

	Local or Incoming Visits	Visits Abroad
Gifts:	Local Subgroups will supply.	May approve up to \$100 for gifts from the City.
Meals:	May approve up to \$250 for an official reception/dinner with the guest and city officials.	Not applicable.
Hotel Costs:	May approve lodging for official representatives up to \$200.	Included in travel expenses.
Travel:	Not applicable	May approve airfare, other transportation, and lodging for an International Committee Member or other Sister City Representative up to \$750.
Miscellaneous	Up to \$500	Up to \$500
Maximum:	Each *official visit is capped at no more than \$500 - all expenses. Sister City Committees may apply for more for special celebrations, such as a major anniversary.	Travel is capped at \$500 for an official representative.

\*Official visit is defined as travel or other costs incurred by official representatives of the Sister City for the purpose of a Sister City specific event or program. This excludes independently arranged student programs.

An official delegation is defined by a group of people designated to travel for a specific purpose for reasons of the Sister City relationship.

## Part II: On-Going Committee Expenses

Other appropriate expenses may include the following:

- Annual Sister City Membership Dues,
- Printing and other marketing expenses for the purposes of supporting the Sister City Relationships
- City-wide international events.

## Part III: Exclusions & Items not appropriate for budget proposal:

- Miscellaneous gifts (not from city)
- Personal meals
- Personal transportation
- Fund raising for committees
- Other related items